

**Position Title** : **Two (2) Administrative Assistant**  
**Place of Assignment** : Accounting Division  
PRC-Central Office  
P. Paredes, Nicanor Reyes St, Sampaloc, Manila,  
1008 Metro Manila

**Qualifications** :  
Eligibility : Career Service (Sub-Professional)/ First Level Eligibility  
Education : Completion of two years studies in college  
Training : 4 hours of relevant training  
Work Experience : 1 year of relevant experience

**Job Description**

1. Prepare Journal Entry Voucher (JEV) of Disbursement Vouchers in e-ENGAS
2. Checks and Monitors the completeness of Disbursement Vouchers as forwarded from the Cash Division
3. Checks and Monitors the accuracy of the Receipts of Checks Issued (RCI) from the Cash Division
4. Prepares the necessary adjustment entries as recommended by the Accountant
5. Performs other related functions

**Salary**

- Equivalent to SG 8 (₱19,744)

**Mode of Employment**

- Job Order (1 year)

**Interested and qualified applicants must submit their Letter of Intent together with the following documents:**

1. Duly accomplished and NOTARIZED Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph)
2. Photocopy of Transcript of Records
3. NBI Clearance
4. TIN

**Qualified applicants are advised to send through email their application not later than 10 March 2023 to:**

**KHRISTINE S. LABAO**  
Administrative Officer V (HRMO III)  
P. Paredes St., cor. N. Reyes St., Sampaloc, Manila  
[prcrecruitmentapp@gmail.com](mailto:prcrecruitmentapp@gmail.com)

