

Position Title : Administrative Assistant II

Place of Assignment : Administrative Service – Office of the Director
PRC-Central Office
3rd Floor Annex Building P. Paredes Street Corner N. Reyes Street, Morayta Manila

Qualifications

Education : Bachelor’s degree in Public Administration, Political Science, Communications, or other related fields

Experience : One (1) year relevant experience

Training : None required

Eligibility : None required

Others : Excellent oral and written communication skills, Innovative, flexible, result-oriented and proactive by presenting sample works; Proficiency in the use of digital/computer software, i.e., MS Office, Adobe Pro, etc.

Job Description

1. Assist in the monitoring and acknowledgement of the incoming emails and other correspondence from various central and regional offices, divisions of the Commission and other agencies, and endorse the same to the concerned personnel of appropriate action;
2. Assist the office in the facilitation of conduct of coordination meetings relative to RTWG, Anti-Red tape, Offsite Delivery of Services, regular meetings and other AS-related functions;
3. Consolidate the various Division Performance and Commitment and Review (DPCR) Target and Accomplishment under the Administrative Service and prepare the Office Performance Commitment and Review (OPCR);
4. Assist in the preparation of Administrative Service reports, as may be necessary;
5. Assist in the receiving and releasing of official documents;
6. Assist the Task Force Chairperson for the Offsite Delivery of Services;
7. Monitor and update the Offsite Service Center (OSC) Taskforces status report as may be necessary;
8. Assist in RTWG meetings, prepare and disseminate Notice of Meeting (NOM) and prepare minutes of meetings;
9. Prepare digitization of related documents;
- 10.Coordinate/collaborate with other offices, as necessary, and;
- 11.Perform other functions that may be assigned by the Director.

Salary

Equivalent to Salary Grade 8 or Php19,744.00/month

Mode of Employment

Job Order

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

- 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
- Photocopy of Transcript of Records
- NBI Clearance
- TIN ID

Qualified applicants are advised to email their application not later than **21 January 2024** to:

KHRISTINE S. LABAO
Administrative Officer V (HRMO)
P. Paredes Street Corner N. Reyes Street, Morayta, Manila
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