

Position Title : **Two (2) ADMINISTRATIVE ASSISTANT V**

Place of Assignment : **Administrative Service**
Office of the Director
PRC-Central Office
P. Paredes, Nicanor Reyes St, Sampaloc,
Manila, 1008 Metro Manila

Qualifications

Education: Completion of two-year studies in college or High School Graduate with relevant vocational/trade course

Training: Eight (8) hours of relevant training

Experience: Two (2) years of relevant experience

Eligibility: Career Service (Sub-professional)/ First level Eligibility

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

- Monitor and ensure the Commission's compliance to relevant ARTA Memorandum Circulars;
- Conduct study/research on new Circulars being issued by ARTA and other agency/office related to Anti-Red Tape;
- Prepare periodic reports on ART-related concerns;
- Monitor receipt and ensure transmittal/endorsement and resolution of concerns/complaints lodged through the OP – Presidential Complaint Center, CSC – Contact Center ng Bayan, ARTA, 8888 Hotline, Client Relationship Management System (CRMS), and other existing channels;
- Assist in the preparation of reply to concerns/complaints lodged through the existing feedback/complaint channels;
- Prepare periodic reports on the endorsed, resolved, and closed concerns/complaints lodged through the OP – Presidential Complaint Center, CSC – Contact Center ng Bayan, ARTA, 8888 Hotline, Client Relationship Management System (CRMS), and other existing channels;
- Assist in the consolidation of accomplished client satisfaction measurement survey form, including the preparation of report monthly, quarterly, semestral, and annually;
- Assist in the conduct of meetings and other activities of the PRC Committee on Anti-Red Tape;
- Coordinate/collaborate with other offices or government agencies, as necessary, and;
- Perform other functions that may be assigned by the CART or the Director.

Salary

- Equivalent to Salary Grade 11 or Php 27,000.00/ month

Mode of Employment

- Job Order

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)
2. Photocopy of Transcript of Records
3. Photocopy of Eligibility
4. NBI Clearance
5. TIN

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

KHRISTINE S. LABAO

Administrative Officer V (HRMO)

P. Paredes St., cor, N. Reyes St., Sampaloc, Manila

prcrecruitmentapp@gmail.com