

**Position Title** : **Administrative Assistant**  
**Place of Assignment** : Budget and Management 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 (2) years studies in college  
Training : 4 hours of relevant training  
Work Experience : 1 year of relevant experience

**Job Description**

1. Performs preliminary budget analysis
2. Prepares Procurement Management Plan (PPMP) for the division
3. Assists in the preparation of annual budget estimates and other related budgetary reports
4. Processes various claims
5. Acts as records custodian of financial reports and other related documents
6. Performs other related functions

**Salary**

- Equivalent to SG 8 (P19,744)

**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)

