

**Position Title** : Administrative Aide VI  
**Place of Assignment** : Human Resource Development Division  
PRC-Central Office  
P. Paredes, Nicanor Reyes St, Sampaloc, Manila

**Qualifications**

**Education** : Completion of two (2) year studies in college or High School Graduate w/ relevant vocational trade course.  
**Experience** : None required  
**Training** : None required  
**Eligibility** : None required  
**Others** : Must have excellent knowledge in MS Excel and MS Word, Computer/Technical Literacy and proficient in typing.

**Job Description**

1. Assist in the timely preparation of various payroll and voucher;
2. Assist in the checking and recording of appointments received, retrieval of existing and creation of new records and facilitate release of appointments; and,
3. Perform other duties assigned from time to time.

**Salary**

Equivalent to Salary Grade 6 or Php18,255.00/month

**Mode of Employment**

Job Order Worker

*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](http://www.csc.gov.ph))
- Photocopy of Transcript of Records
- NBI Clearance
- TIN ID

Qualified applicants are advised to email their application not later than **23 November 2024** to:

**KHRISTINE S. LABAO**

Administrative Officer V (HRMO III)

P. Paredes Street Corner N. Reyes Street, Morayta, Manila

[prcrecruitmentapp@gmail.com](mailto:prcrecruitmentapp@gmail.com)