

Position Title : : **ONE (1) ADMINISTRATIVE AIDE VI**

Place of Assignment : Human Resource Development Division
PRC Central Office
3rd Floor Annex Building
P. Paredes Street corner N. Reyes Street, Morayta
Sampaloc, Manila

Qualifications:

Education : Must have a completed 2 year's studies in college or High School Graduate w/ relevant vocational trade course

Eligibility : None required

Training : None Required

Experience : None Required

Others : Must have excellent knowledge in MS Excel and MS Word, Computer/Technical Literacy and Proficient in typing.

Job Description

Attendance Monitoring Section (AMS)

1. Preparation of various HRDD documents such as: Daily Report of Attendance (DRA) and Flag Ceremony Attendance (FRA);
2. Monitoring of the incoming and outgoing attendance-related documents – daily Time Records (DTR) of Permanent and Job Order Workers, Various Certifications and Communications Letters;
3. Encoding of attendance-related documents to the Attendance Monitoring System (AMS) – Trip Tickets, Pass Slips, Application for Leave and Office Issuances;
4. Downloading and consolidation of AMS documents – Daily Log Sheets, DRAs, FRAs, and Monthly Work Management Offices in the Central and Regional Offices;
5. Scanning and dissemination of employee's DTRs. Monitoring and inventory of returned duly signed DTRs. Conduct of follow up on the non-submissions;
6. Preparation (Initial) of the attendance monthly summary reports – Reports on absences and tardiness (Permanent and JOWs);
7. Safekeeping and maintenance of leave cards on the filing cabinets;
8. Enroll/Add newly hired employees in the AMS;
9. Assist in the migration of AMS data to the HRIS;
10. Initial computation of the total number of hours rendered by On-The-Job Trainees via Daily Time Records submitted; and
11. Perform other duties assigned by the immediate supervisor

Salary

Equivalent to SG 6 or Php 17,552.92 /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

Qualified applicants are advised to email their application not later than **13 October 2023** to:

KHRISTINE S. LABAO

Administrative Officer V (HRMO)

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

prcrecruitmentapp@gmail.com

