

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

Place of Assignment : **Human Resource Development Division**
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.
Experience:	1 year of relevant experience
Training:	4 Hours relevant training
Eligibility:	None required
Others:	Basic knowledge in records management specifically records inventory and filing Organizational, Computer and Equipment Operation, Reports Preparation

Job Description

- Assists the HRMPSB secretariat; Assists in the preparation of matrix, endorsement and summary for vacant position/s in Central and Regional Office;
- Prepares and routes recommendation letter for hiring of qualified applicants as Job Order Workers from Central Offices;
- Prepares Job Order Contract and Addendum of Job Order Workers from Central Offices;
Prepares publication for Job Order vacant positions and letter for authority to publish Job Order vacant positions in the PRC Official website;
- Prepares Appointment, Position Description Form, Oath of Office and Certificate of Assumption for Central Office and Newly Created Region;
- Prepares CSC Checklist and check the completeness of the appointment and other supporting documents to be submitted to the CSC;
- Takes charge in Routing of Clearance Forms for Resigned, Leaved, Retired, and Transferred Employees under Central and Regional Offices;
- and Performs other related functions

Salary Grade

- 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:

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/ license
4. NBI Clearance
5. TIN

Qualified applicants are advised to email their application not later than **19 March 2023** to:

KHRISTINE S. LABAO

Administrative Officer V

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

prcrecruitmentapp@gmail.com

