

Position Title : **One (1) Data Encoder**

Place of Assignment : Human Resource Development Division
PRC Central Office
P. Paredes, Nicanor Reyes St, Sampaloc, Manila,
1008 Metro Manila

Qualifications:

- Must have completed 2 years' studies in college or High School Graduate with relevant vocational/trade course
- Must have excellent knowledge in MS Excel and MS Word
- Computer/Technical Literacy
- Proficient in typing
- Experience: None required
- Training: None required

Job Description

1. Prepares and sorts data for entry in the HRMIS
2. Accurately and efficiently encodes all data that needs organizing and recording
3. Organize and maintains original paper evidence
4. Transcribe, scan or photocopy hard copy documents and forms as needed
5. Maintain and ensures the data system correctly recorded
6. Adhere to meet set schedules and deadlines
7. Report any major errors or inconsistencies to the Chief AO
8. Maintain reports logs of in-progress and/or complete work; and
9. Perform other functions

Salary

Equivalent to SG 6 or Php 17,553.00/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 **20 April 2023** to:

KHRISTINE S. LABAO

Administrative Officer V (HRMO)

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

prcrecruitmentapp@gmail.com