

Position Title : **One (1) ADMINISTRATIVE AIDE IV**

Place of Assignment : **Internal Audit 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: None required

Training: None required

Eligibility: None required

Others: Basic knowledge in records management specifically records inventory and filing
Organizational, Computer and Equipment Operation, Reports Preparation

Job Description

- Drafts audit plan for the audit of procedures of various division/offices of the Commission;
- Conducts audit of procedures of various units/divisions/offices of the Commission; follow up audit of findings and recommendation on audit of procedures, special audit as assigned;
- Drafts audit report;
- Observes the shredding of used and unused test questionnaires and account the actual number of test questionnaires for the purpose of strengthening the Commission's internal control;
- Conducts audit inspection and verification of various accountable documents to ascertain its authenticity as to the presence of its security features, to wit: PVC Blank ID Cards, Report of Ratings, Official Receipts, Board Certificates, OMR/ID;
- Prepares the monthly report of Conduct and Shredding of TQs of various licensure examination.

Salary Grade

- Equivalent to Salary Grade 4 or Php15,586.00/ 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 **06 March 2023** to:

KHRISTINE S. LABAO

Administrative Officer V

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

prcrecruitmentapp@gmail.com

