

Position Title : Administrative Assistant III
Place of Assignment : Hearing and Investigation Division
PRC-Central Office
P. Paredes Street Corner N. Reyes Street, Morayta Manila

Qualifications

Education : Bachelor's degree relevant to the job
Experience : None required
Training : None required
Eligibility : None required

Job Description

1. Receive and record duly filed complaints and pleadings and motions, and other correspondence in administrative cases;
2. Maintain and update files and official documents and case folders;
3. Record and track incoming communications and documents received and outgoing papers released by the Division;
4. Prepare transmittal of summons, decisions, order, resolutions, notices, and other issuances in administrative cases;
5. Answer telephone phone calls and email queries;
6. Prepare monthly schedules of hearings and conciliation-mediation conferences;
7. Forward and collect mail matters to and from the Records Division;
8. Route action documents and files within the Division; and,
9. Perform other relative functions.

Salary

Equivalent to Salary Grade 9 or Php 1,055.73/day

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 **13 JUNE 2025** to:

KHRISTINE S. LABAO

Administrative Officer V (HRMO III)
P. Paredes St. cor. N. Reyes St., Sampaloc, Manila
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