

Position Title : **Two (2) ADMINISTRATIVE AIDE IV**

Place of Assignment : **PRB Screening Unit**
PRC-PICC
Philippine International Convention Center
Pasay City 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 press releases/announcements;
- Coordinates with the newspaper representative and ICT-in-Charge for publication/posting (in PRC Website) of names of nominees;
- Reviews and checks the completeness of the documents attached to the applications of the nominees;
- Prepares folders of the nominees/applicants scheduled for interview by the Commission Proper.
- Checks and collates the folders of nominees interviewed and ranked by the Commission Proper;
- Prepares transmittal record of letters for mailing. Transmits letter for mailing to Records Division;
- Transmits approved PRC Resolutions to the Office of the President through the Department of Labor and Employment (DOLE); Assists the Commission Proper in the Conduct of Oath Taking of New PRBs (Chairman and Members);
- Assists the Commission Proper in the conduct of interview of nominees/applicants

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