

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

Place of Assignment : **PRB Secretariat Division**
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

- Prepares Board programs prior the licensure examinations;
- Prepares request for clearance for the conduct of special oath taking;
- Prepares facilities and attends the special oath taking of new professionals;
- Prepares/issues SEC Endorsement of professional organizations;
- Prepares/encodes position papers and other issuances/communications on the professional regulatory bills;
- Notifies/Attends Board meetings and special meetings of the Professional Regulatory Boards;
- Endorses applications for examination and registration without examination;
- Prepares/encodes resolutions, memoranda and other issuances relating to the licensure examination TOS, designation of additional Testing Centers, SPLBE; Records and forwards accountable documents/actions forms for signature and evaluation of the Board;
- Reminds PRB Chairmen and Members to act on official communications, attend meetings, hearing, invitation and scheduled licensure examination;
- Provides assistance during seminars/ workshops/ conferences/meetings/summits conducted by the PRBs/PRC.
- Performs other related secretarial services and other duties assigned from time to time.

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

