

Position Title : Administrative Aide VI

Place of Assignment : Professional Registry 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. Segregate Permanent Examination and Registration Record Cards (PERRCs)/ Registry Sheets by registration number/profession;
2. Perform back-to-file of the PERRCs of various professions in the designated file box for easy reference and retrieval;
3. Groom PERRCs and Registry Sheets;
4. Scan PERRCs and Registry Sheets; and,
5. Perform other duties as needed.

Salary

Equivalent to Salary Grade 6 or Php18,957.00/month

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)
- Photocopy of Transcript of Records
- NBI Clearance
- TIN ID

Qualified applicants are advised to email their application not later than **18 May 2025** to:

KHRISTINE S. LABAO

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

Position Title : Administrative Officer II

Place of Assignment : Professional Registry 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 : Career Service (Professional) Second Level Eligibility

Job Description

1. Prepare certification/verifications accurately and completely based on the verified records of professional/s as requested by the PRC Central Office, PRC Regional Offices, and other government entities;
2. Prepare data/documents to be issued to public as lodged and requested through the Freedom of Information email or focal person;
3. Prepare accurately and completely the Initial Registration Matrix of licensure examination passers for various Professional Regulatory Boards (PRBs);
4. Process accurately the application for Service Request Forms (SRFs) for retrieval of records, updating of data, conversion and other to update the records of professionals in the Database as requested by the client or PRC Regional Offices
5. Reply to the query of professionals regarding Nursing and Midwifery Council (NMC) confirmation and verification and forward the NMC link to the concerned regional office;
6. Prepare monthly report of Anti-Red Tape Act (ARTA) and 8888 Citizens' Complaint Hotline complaints received from clients and queries from PRBs, PRC Central Office and PRC Regional Offices pertaining to registration and regulation function
7. Prepare monthly client feedback report;
8. Attend to various regional queries and request through PRD and PRD Verification emails and act within reasonable time;
9. Receive and record all incoming/outgoing documents and distribute to the concerned section or PRD personnel;
10. Update the monitoring log sheet regularly; and,
11. Perform other duties as needed.

Salary

Equivalent to Salary Grade 11 or Php30,024.00/month

Mode of Employment

Job Order Worker

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- Photocopy of Transcript of Records
- NBI Clearance
- TIN ID

Qualified applicants are advised to email their application not later than **16 May 2025** to:

KHRISTINE S. LABAO

Administrative Officer V (HRMO III)

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

prcrecruitmentapp@gmail.com

Position Title : Administrative Officer II

Place of Assignment : Professional Registry 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 : Career Service (Professional) Second Level Eligibility

Job Description

1. Request quotations and coordinate with the supplier on the procurement of supplies, equipment, furniture and fixtures and accountable forms;
2. Coordinate with the Bids and Awards Committee (BAC) relative to the procurement;
3. Assist in the procurement activities of the Division including the preparation of budget proposal, Project Procurement Management Plan, Work and Financial Plan, and preparation of Obligation Request and Status, and Disbursement Voucher relative to the payment of project/expenses incurred;
4. Monitor/inspect the Pre-Printed Certificate of Registration (COR), Professional identification Card (PIC) and Professional's Registry Card (PReCa) per piece based on the Specification/Terms of Reference;
5. Prepare and print accurately and completely the COR of late registrants;
6. Pull-out, encode verify and back-to-file the CORs of registered and non-registered professionals;
7. Prepare the pre-printed COR for initial registration based on the number of passers per licensure examination release and based on the requests of the PRC Regional Offices;
8. Prepare examination matrix and list of the pre-printed COR for initial registration based on the number of passers of released licensure examination;
9. Prepare the Report on Accountability for Accountable Form (RAAF) for the COR (PRD), Accreditation Cards (Real Estate Salespersons and Medical Representatives) and Spoiled Report accurately and completely;
10. Check and monitor email communications received and reply appropriately pertaining to procurement, supply and printing; and,
11. Perform other duties as needed.

Salary

Equivalent to Salary Grade 11 or Php30,024.00/month

Mode of Employment

Job Order Worker

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