

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 **11 July 2025** to:

KHRISTINE S. LABAO

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