

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

**Place of Assignment** : Professional Registry Division  
PRC-Central Office  
P. Paredes, Nicanor Reyes St, Sampaloc,  
Manila, 1008 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**

- Retrieves pre-printed CORs from the vault or secured steel cabinet and records the quantity and serial numbers of pre-printed CORs in the control logbook;
- Prints individual approved COR based on the List of Successful Examinees and Approved Resolutions, indicates the sequence number, date of examination and/or resolution number in the appropriate portion of the COR;
- Verifies and checks the correctness of the names and other information in the LERIS database vis-a-vis alphabetical list from the Rating Division;
- Prints retrieved COR based on the registered professionals/generated list provided by the ICT Division, indicates the name, registration number, registration date and attaches photo; Receives Action Sheet for replacement of COR and other documentary requirements from the Regional Offices for various professions and prints the COR;
- Prepares transmittal record for signature of the Chairperson.

### **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](http://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](mailto:prcrecruitmentapp@gmail.com)

