

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

Place of Assignment : Procurement & Supply 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

- Maintains files of the following documents for verification and future reference: Requisition and Issuance Slip (RIS) for equipment only, Inventory Custodian Slip, Borrower's Slip, Return Slip, Gate Pass, Service Report for Equipment, Waste Materials Report, Employee Clearance
- Facilitates, coordinates and records the repair and maintenance of various equipment under warranty or free use from different suppliers;
- Prepares Gate Pass for all equipment that were brought outside by various officials and employees of the Commission; Property Acknowledgement Receipt (PAR) and Inventory Custodian Slip (ICS) for newly acquired equipment and assigns control number;
- Records all transactions in the summary logbook all the activities done by the Equipment Unit;
- Assists in the receiving of returned equipment: labels, packs and puts them in the stockroom and classifies if units are serviceable/ unserviceable/ for repair or for disposal.

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

