

Position Title : **One (1) ADMINISTRATIVE AIDE IV**

Place of Assignment : Rating 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

- Opens the sealed envelope of answer/ID sheets; numerically arranges the answer/ID sheets; detaches Report of Ratings; keeps packages/boxes of answer sheets for safekeeping in the vault; pulls- out ID sheets for correction of names and date of birth of examinees; assists in the disposal of answer sheets and questionnaires and reproduces the list of passed examinees;
- Enters in the PERRC the general average of the examinees; controls the examinees' Report of Ratings; folds, inserts and staples the Report of Ratings for mailing; pulls-out the PERRC of passed examinees; transmits various documents emanating from Rating Division to other offices in the Commission; Attends to queries of PRC clientele.
- Reads through OMR the answer sheets/ID sheets of examinees; numerically arranges answer/ID sheets; assembles the answer sheets for all subjects; screens the assembled answer sheets; attaches ID sheets to assembled answer sheets; arranges alphabetically the PERRC of examinees; enters the general average of the examinees in the PERRC; controls the examinees' Report of Ratings; detaches Report of Ratings.

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

