

Position Title : Administrative Aide IV
Place of Assignment : Rating Division
PRC-Central Office
P. Paredes St., cor. N. Reyes St., Morayta, Manila

Qualifications

Education : Completion of two-year studies in college or High School Graduate w/ relevant vocational/trade course.
Experience : None required
Training : None required
Eligibility : None required
Others : Can read, write, and count effectively;
High sense of integrity, confidentiality, and responsibility;
Ability to perform multiple activities (multi-tasking)
Physically fit and can lift/carry at least 20kg of loads

Job Description

1. Store inside the vault the examination papers of various licensure examinations until withdrawal for reading through the Optical Mark Reader (OMR);
2. Retrieve the examination papers from the vault the packages of answer/ID Sheets of various licensure examination for opening;
3. Open the envelopes containing the Answer/ID Sheets of examinees in the presence of the Board Member/s;
4. Transport the opened envelopes of Answer/ID Sheets to the OMR Room for reading or scanning thru the OMR;
5. Batch the complete sets of ID and Answer Sheets for the storage inside the vault;
6. Numerically arrange ID/Answer Sheets;
7. Assist in the transmittal of boxes/packages of documents to the Archives and Records Division on the scheduled date for shredding/disposal;
8. Detach reports of rating of examinees; and
9. Perform other duties assigned from time to time.

Salary

Equivalent to Salary Grade 4 or Php765.14/day

Mode of Employment

Job Order Worker

Interested and qualified applicants must submit the following:

1. Letter of Intent *(include the Position Title and Place of Assignment)*
2. 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
(The date of the duly notarized PDS must be within the publication period: July 16, 2025 to July 26, 2025)
3. Photocopy of Transcript of Records
4. NBI Clearance or receipt/any proof of transaction
5. TIN ID

Qualified applicants are advised to email their application not later than **26 July 2025** to:

KHRISTINE S. LABAO

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