

**Position Title**

**One (1) ADMINISTRATIVE ASSISTANT II  
(Technical Assistant / Computer Operator)**

**Place of Assignment**

Systems Development and Maintenance Division  
PRC-Central Office  
P. Paredes, Nicanor Reyes St, Sampaloc,  
Manila, 1008 Metro Manila

**Qualifications:**

<b>Education</b>	:	Completion of two-year studies in college or High School Graduate with relevant vocational trade course.
<b>Training</b>	:	Four (4) hours of relevant training
<b>Experience</b>	:	One (1) year of relevant experience
<b>Eligibility</b>	:	Career Service (Sub-Professional)/ First Level Eligibility

**Job Description**

1. Assist in project implementation activities;
2. Assist in the conduct of users' training/orientation on computerization/information system/software packages;
3. Assist in the preparation of systems documentation/manual;
4. Receives approved service request from Central and Regional Offices through courier/internet communication/document tracking system on any systems enhancement;
5. Receives and encodes all communications from Central and Regional Offices through courier/internet communication/document tracking system for proper monitoring;
6. Prepares administrative reporting requirements;
7. Performs document scanning work; and
8. Perform other related tasks.

**Salary**

Equivalent to SG 9 or Php 21,129.00/ 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 **03 February 2023** to:

**ANGELICA P. ALTOVEROS**

Administrative Officer III

P. Paredes St., cor, N. Reyes St., Sampaloc, Manila

[prcrecruitmentapp@gmail.com](mailto:prcrecruitmentapp@gmail.com)

**Position Title****Two (2) COMPUTER PROGRAMMER I****Place of Assignment**

Systems Development and Maintenance Division  
PRC-Central Office  
P. Paredes, Nicanor Reyes St, Sampaloc,  
Manila, 1008 Metro Manila

**Qualifications:**

<b>Education</b>	:	Bachelor's Degree relevant to the job
<b>Training</b>	:	Four (4) hours of relevant training
<b>Experience</b>	:	One (1) year of relevant experience
<b>Eligibility</b>	:	Civil Service (Professional) Second Level Eligibility

**Job Description**

1. Develops, enhances, maintains and updates information/application systems;
2. Provides technical support in the design, development, deployment and implementation of outsourced systems;
3. Builds application system based on Technical Design Document;
4. Designs program logic formulation;
5. Develops computer program specifications;
6. Integrates modules;
7. Provides end-users' assistance/training in using/implementing the information/application systems; and
8. Performs other related tasks.

**Salary**

Equivalent to SG 15 or Php 36,619.00/ 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. Resume
3. Photocopy of Transcript of Records
4. NBI Clearance
5. TIN

Qualified applicants are advised to email their application not later than **03 February 2023** to:

**ANGELICA P. ALTOVEROS**

Administrative Officer III

P. Paredes St., cor, N. Reyes St., Sampaloc, Manila

[prcrecruitmentapp@gmail.com](mailto:prcrecruitmentapp@gmail.com)

