

Position Title : Administrative Aide VI
Place of Assignment : Administrative Service – Office of the Director
PRC-Central Office
P. Paredes St., cor. N. Reyes St., Morayta, Manila

Qualifications

Education : Completion of two-years studies in College (prior to 2018), OR High school graduate with relevant vocational/trade course (prior to 2018), OR Completion of Grade 12/Senior High School under Technical –Vocational-Livelihood Track, OR Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II) (starting 2018)

Experience : None required, but preferably with work experience

Training : None required

Eligibility : None required

Others : Excellent oral and written communication skills, innovative, flexible, result-oriented and proactive by presenting sample works;
Proficiency in the use of digital/computer software, i.e., MS Office, Adobe Pro, etc.

Job Description

- i. Assist the office in the management of incoming and outgoing documents, including the entry and tracking through the electronic document tracking system;
- ii. Assist in the monitoring and acknowledgement of incoming emails and other correspondence from various central and regional offices, divisions of the Commission and other agencies, and endorse the same to the concerned personnel for appropriate action;
- iii. Assist the office in the facilitation of conduct of coordination meetings relative to AS-related functions, Anti-Red Tape, Offsite Delivery of Services, and other Committees/Working Groups where AS acts as the Chairperson;
- iv. Consolidate the various Division Performance Commitment and Review (DPCR) Target and Accomplishment under the Administrative Service and prepare the Office Performance Commitment and Review (OPCR);
- v. Assist in the preparation of Administrative Service reports, as may be necessary;
- vi. Assist the Task Force Chairperson for the Offsite Delivery of Services;
- vii. Monitor and update the Offsite Service Center (OSC) Taskforce's status report, as may be necessary;
- viii. Perform digitization of related documents;
- ix. Coordinate/collaborate with other offices, as necessary; and,
- x. Perform other functions that may be assigned by the Director.

Salary

Equivalent to Salary Grade 6 or Php 861.68/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 2025 which can be downloaded at www.csc.gov.ph
(The date of the duly notarized PDS must be within the publication period: 19 to 24 December 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 **24 December 2025** to:

KHRISTINE S. LABAO

Administrative Officer V (HRMO III)

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

prcrecruitmentapp@gmail.com