

**Position Title** : Administrative Assistant II  
**Place of Assignment** : Accounting Division  
PRC-Central Office  
P. Paredes Street Corner N. Reyes Street, Morayta  
Manila

**Qualifications**

**Education** : Completion of two-year studies in college or High School Graduate w/ relevant vocational/trade course.  
**Experience** : One (1) year relevant experience  
**Training** : Four (4) hours relevant training  
**Eligibility** : None required

**Job Description**

1. Prepare Journal Entry Voucher (JEV) of Disbursement Vouchers in e-ENGAS;
2. Check and Monitor the completeness of Disbursement Vouchers as forwarded from the Cash Division;
3. Check and monitor the accuracy of the Receipts of Checks Issued (RCI) from the Cash Division;
4. Prepare the necessary adjustment entries as recommended by the Accountant;
5. Perform other related functions.

**Salary**

Equivalent to Salary Grade 8 or Php19,744.00/month

**Mode of Employment**

Job Order

*Interested and qualified applicants must submit their Letter of Intent together with the following documents:*

- 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))
- Photocopy of Transcript of Records
- NBI Clearance
- TIN ID

Qualified applicants are advised to email their application not later than **13 April 2024** to:

**KHRISTINE S. LABAO**

Administrative Officer V (HRMO)  
P. Paredes St. cor. N. Reyes St., Sampaloc, Manila  
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