

Position Title

One (1) Administrative Aide

Place of Assignment

Office of the Commissioner II
PRC-Central Office
P. Paredes, Nicanor Reyes St, Sampaloc,
Manila, 1008 Metro Manila

Qualifications:

- Completion of two (2) years in college.
- Basic computer skills.
- Good communication skills.
- High sense of responsibility and urgency, excellent attention to details, ability to perform multiple activities (Multi-tasking).

Job Description

1. Assist in the recording and checking of incoming documents and release of outgoing documents;
2. Assist in researches and data gathering;
3. Assist in facilitation of meetings;
4. Segregation and filing of documents;
5. Prepare inventory reports, RIS and receipt of supplies and other items;
6. Attend to visitors and telephone calls; and,
7. Perform other duties as needed.

Salary

Equivalent to SG 6 or Php16,877.00/ 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. Resume
3. Photocopy of Transcript of Records
4. NBI Clearance
5. TIN
6. Photocopy of eligibility/ license

Qualified applicants are advised to email their application not later than **15 August 2022** to:

KRISTINE S. LABAO

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