

Position Title : Nine (9) Administrative Aide VI
Place of Assignment : Database Management and Systems Development –
Digitization Team
PRC-Central Office
P. Paredes, Nicanor Reyes St, Sampaloc, Manila

Qualifications

Education : Completion of two-year studies in college or High School Graduate w/ relevant vocational/trade course.
Experience : One (1) year of relevant experience
Training : Four (4) hours of relevant training
Eligibility : None required
Others : Computer literate, technology savvy, and have a good typing speed; With excellent attention to details and teachable; With high sense of responsibility and urgency; Can follow simple and complex instruction; Diligent; and flexible.

Job Description

1. Maintain accountability for the records received by keeping a copy of the fully accomplished transmittal and filling the same properly;
2. Groom each page of the documents by removing foreign objects (fastener, staples, clips, dirt, and other objects) and unnecessary documentary reports and attachments to ensure an effective scanning process. Inspect the documents for missing, worn, and torn pages and with folded corners and sides to avoid paper jams and other technical problems. Repair or fix torn pages and photocopy brittle/fragile pages to prevent further damage;
3. Segregate records to be scanned from duplicate copies;
4. Paginate each page of Administrative Case records and make a Table of Contents for every Administrative Case;
5. Scan all records using the Laserfiche account and check the readability, completeness of pages, page orientation, and overall quality of each file of scanned documents;
6. Encode the metadata of every document/record to facilitate easy retrieval and management of digitized records in the repository;
7. Rename the files based on the standard file name conventions unique to each type of record before uploading to the Laserfiche repository;
8. Conduct quality control on all uploaded electronic records regularly;
9. Conduct enhancement and data cleansing regularly;
10. Observe proper handling of all records during the grooming process, digitization, back-to-file, and transmittal of digitized records to the originating office/division by ensuring that all records are kept intact, sorted properly in safe storage/boxes, and accompanied with properly accomplished transmittal; and
11. Perform other functions as may be assigned by the Team Leader and Heads.

Salary

Equivalent to Salary Grade 6 or Php17,553.00/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)
- Photocopy of Transcript of Records
- NBI Clearance
- TIN ID

Qualified applicants are advised to email their application not later than **05 April 2024** to:

KHRISTINE S. LABAO

Administrative Officer V (HRMO)

P. Paredes Street Corner N. Reyes Street, Morayta, Manila

prcrecruitmentapp@gmail.com