

**Position Title** : Administrative Aide VI  
**Place of Assignment** : Human Resource Development Division  
PRC-Central Office  
P. Paredes, Nicanor Reyes St, Sampaloc, Manila

**Qualifications**

**Education** : Completion of two (2) year studies in college or High School Graduate w/ relevant vocational trade course.  
**Experience** : None required  
**Training** : None required  
**Eligibility** : None required  
**Others** : Must have excellent knowledge in MS Excel and MS Word, Computer/Technical Literacy and proficient in typing.

**Job Description**

1. Receive incoming documents from different offices and ensure its completeness and timeliness;
2. Monitor and record incoming and outgoing documents into the HRDD data tracking system;
3. Monitor and facilitate documents via the PRC Electronic Document Tracking system (EDTS).
4. Monitor the HRDD email for updates and endorse the relevant information to the respective section through their email addresses; and
5. Perform other functions assigned from time to time.

**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](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 **11 May 2024** to:

**KHRISTINE S. LABAO**

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