

Position Title : **Two (2) Support Staff**

Place of Assignment : **Licensure Office - Rating Division**
PRC - Central Office
P. Paredes, Nicanor Reyes St., Sampaloc,
Manila, 1008 Metro Manila

Qualifications :

- At least High School graduate
- Can read, write, and count effectively
- High sense of integrity, confidentiality, and responsibility
- Ability to perform multiple activities (multi-tasking)
- Physically fit and can lift/carry at least 20 kg of loads

Job Description

- Store inside the vault the examination papers of various licensure examinations until withdrawal for reading through the OMR;
- Retrieve the examination papers from the vault the packages of answer/ID sheets of various licensure examinations for opening;
- Open the envelopes containing the Answer/ID sheets of examinees in the presence of the Board Member/s;
- Transport the opened envelopes of Answer/ID sheets to the OMR Room for reading or scanning thru the OMR;
- Batch the complete sets of ID and answer sheets for storage inside the vault;
- Numerically arrange ID/Answer sheets;
- Assist in the transmittal of boxes/packages of documents to Archives and Records Division on the scheduled date for shredding/disposal;
- Detach reports of ratings of examinees;
- Retrieve from the vault all documents for scanning and groom the same before forwarding to the Scanning Officer; and
- Perform other related function as delegated by the supervisors and/or chief.

Salary

- Equivalent to SG 4

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

Qualified applicants are advised to email their application not later than **7 October 2022** to:

ANGELICA P. ALTOVEROS

Administrative Officer III

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

prcrecruitmentapp@gmail.com