

Position Title : **One (1) Administrative Aide VI**

Place of Assignment : Human Resource Development Division
PRC Central Office
P. Paredes, Nicanor Reyes St, Sampaloc, Manila,
1008 Metro Manila
CSC – Detail to OP

Qualifications:

- Must have completed 2 years' studies in college or High School Graduate with relevant vocational/trade course
- Must have excellent knowledge in MS Excel and MS Word
- Computer/Technical Literacy
- Proficient in typing
- **Experience:** None Required
- **Training:** None Required

Job Description

- Assist in the checking and recording of appointments received, retrieval of existing and creation of new records, and facilitate release of appointments.
- Prioritize the PRC appointments and liaise and coordinate closely with the HR Division relative to compliance with the requirements for attestation of appointments and other HR matters and concerns.
- Perform other duties assigned from time to time.

Salary

Equivalent to SG 6 or Php 17,553.00/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

Qualified applicants are advised to email their application not later than **25 June 2023** to:

KHRISTINE S. LABAO

Administrative Officer V (HRMO)

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

prcrecruitmentapp@gmail.com

