

**Position Title** : **One (1) Administrative Assistant II (Records Assistant)**

**Place of Assignment** : Accreditation and Compliance Division  
PRC-Central Office  
P. Paredes St., cor. N. Reyes St., Sampaloc, Manila  
1008 Metro Manila

**Qualifications:**

- **Education:** Completion of two-year studies in college or High School Graduate with relevant vocational trade course
- **Experience:** One (1) year of relevant experience
- **Training:** Four (4) hours of relevant training
- **Eligibility:** Career Service (Sub-Professional)/First Level Eligibility
- **Others:** Basic knowledge in records management specifically records inventory and filing. Organizational, Computer and Equipment Operation, Reports Preparation

**Job Description**

**Records Management:**

- Conduct inventory of all records;
- Check the retention period of records against the PRC Records Disposition Schedule and National Archives of the Philippines (NAP) General Records Division Schedule;
- Segregate active and inactive records;
- Scan documents;
- Organize scanned documents (soft copies) using appropriate filing system;
- Create backup scanned documents and transfer it online or to another media;
- Prepare report of records for disposal for submission to the Archive and Records Division using prescribed form;
- File active records (hard copies) using appropriate filing system;
- Assist the other staff in inventory, filing and disposal of records of other processes (compliance, registration, accreditation and authority to operate).

**PRC Awards:**

- Assist in the assessment and evaluation as to correctness and completeness of the Outstanding Professional of the Year Award (OPYA) documents submitted by the nominating body;
- Assist in the preparation of database/directory of OPYA nominees;
- Receive the bids for Outstanding Accredited Professional Organization (OAPO) submitted by the Accredited Professional Organizations/Accredited Integrated Professional Organizations (APOs/AIPOs);
- Provide the virtual platform and links to the Screening and Selection Committee and nominating body;
- Provide the materials/evaluating tools to be used for the interview (e.g., rating sheets, documents of the nominees, notice of screening and deliberation of each profession, etc.);
- Assist the Screening and Selection Committee during the conduct of interview of nominees;
- Coordinate with the Screening and Selection Committee and nominating body regarding the schedule of the interview for each profession;



- Assist in the consolidation and submission to the Commission of the final OPYA rating/ranking made by the screening and selection committee;
- Assist in the preparation of letters for OPYA winners and non- winners;
- Assist in the preparation and printing of the certificates of recognition for OPYA winners and Nubla Excellence candidates;
- Assist in the preparation of the budget for the honoraria of the invited members of the judiciary as panel of judges.

**Others:**

- Assist the ACD in the processing of applications for accreditation, registration, authority to operate and compliance; and
- Perform other duties assigned from time to time.

**Salary**                      Equivalent to SG 8P19,744.00/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

Qualified applicants are advised to email their application not later than **27 July 2023** to:

**KHRISTINE S. LABAO**

Administrative Officer V (HRMO)

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

[prcrecruitmentapp@gmail.com](mailto:prcrecruitmentapp@gmail.com)