

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

A. PROCESSES:

1. Assist in the evaluation of applications and supportive documents, including the printing of certificates of the following processes;
 - Issuance of Certificate to Accredited Professional Organization;
 - Issuance of Certificate to Accredited Integrated Professional Organization; and
 - Issuance of Permit to Operate Psychology or Psychometrics Office, Center, Clinic, or Facility.

B. RECORDS MANAGEMENT:

1. Conduct inventory of all records;
2. Check the retention period of records against the PRC Records Disposition Schedule and National Archives of the Philippines (NAP) General Records Division Schedule;
3. Segregate active and inactive records;
4. Scan documents;
5. Organize scanned documents (soft copies) using appropriate filing system;
6. Create backup scanned documents and transfer it online or to another media;
7. Prepare report of records for disposal for submission to the Archive and Records Division using prescribed form;
8. File active records (hard copies) using appropriate filing system;
9. Assist the other staff in inventory, filing and disposal of records of other processes (compliance, registration, accreditation and authority to operate);
10. 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)
- Photocopy of Transcript of Records
- NBI Clearance
- TIN

Qualified applicants are advised to email their application not later than **09 September 2023** to:

KHRISTINE S. LABAO

Administrative Officer V (HRMO)

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

prcrecruitmentapp@gmail.com