

Position Title : **Two (2) Administrative Assistant**

Place of Assignment : Accounting Division
PRC Central Office
P. Paredes, Nicanor Reyes St, Sampaloc, Manila,
1008 Metro Manila

Qualifications:

Eligibility:	None Required
Education:	Completion in two years in college
Training:	N/A
Work Experience:	N/A

Job Description

1. Prepares Journal Entry Vouchers (JEV) of Disbursement Vouchers in e-ENGAS,
2. Checks and Monitors the completeness Disbursement Vouchers as forwarded from the Cash Division,
3. Checks and Monitors the accuracy of the Receipts of Checks Issued (RCI) from the Cash Division,
4. Prepares the necessary adjustment entries as recommended by the Accountant,
5. Performs other related functions.

Salary

Equivalent to SG 8 or Php 19,744.00/ 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 **31 May 2023** to:

KHRISTINE S. LABAO

Administrative Officer V (HRMO)
P. Paredes St., cor, N. Reyes St., Sampaloc, Manila_
prcrecruitmentapp@gmail.com