

Position Title : **Administrative Aide IV**

Place of Assignment : Commission on Audit (COA)
PRC Central Office
P. Paredes, Nicanor 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
Eligibility : None Required
Training : None Required
Others : Basic knowledge in records management specifically records inventory and filing, Organizational, Computer and Equipment Operation, Report preparation.

Job Description

- Deliver correspondences, memoranda, endorsement and reports to different division/offices of COA and PRC;
- Record incoming/outgoing files/records and other communication;
- Prepare Requisition and Issue Slip for COA supplies and materials needs;
- Monitor Disbursement Voucher (DV), Liquidation Report, ORS, RAAF and Delivery Inventory;
- Monitor RESMI and PPEs;
- Inspect Accountable forms;
- Witness Disposal/donation of PPEs (Serviceable)
- Other related work assigned as proctor in various Licensure Examination; and
- Perform other duties/clerical work assigned by the immediate supervisor from time to time.

Salary

Equivalent to SG 4 or Php 15,586/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