

**Position Title** : **Two (2) ADMINISTRATIVE ASSISTANT II**

**Place of Assignment** : Cash Division  
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  
**Training:** Four (4) hours of relevant training  
**Experience:** One (1) year of relevant experience  
**Eligibility:** Career Service (Sub-Professional)/ First Level Eligibility  
**Others:** Knowledgeable in basic bookkeeping/ accounting procedures  
Must have excellent knowledge in MS Excel and Word  
With good communication skills and proficient in writing  
Willingness to learn and render overtime services  
Can work under time pressure

**Job Description**

- Monitors and validates the Daily Report of Collection against the proof of deposit for Btr-PRC clearing account;
- Checks the accuracy of the total amount and number of transactions;
- Coordinates with the concerned Payment Channel any discrepancy found in all the Consolidated Report of Collections;
- Ensures that all adjusted entries (refund under/over deposit) shall be reconciled and recorded immediately;
- Classifies the collections based on their respective income classification;
- Prints and Checks the Statement of Account which serves as proof that all the daily deposits were credited to BTr-PRC account;
- Prepares Monthly Reports for submission to Accounting and Commission of Audit.
- Prepares a letter request of Monthly Certification of the total deposit made by Payment Channel to the Bureau of Treasury (BTr).
- Prepares communication related to payment channel.
- Prepares the summary of annual income, deposit and number of clients served.
- Performs other related functions.

**Salary**

- Equivalent to SG 8 or Php19,744.00/ month

**Mode of Employment**

- Job Order

**Interested and qualified applicants must submit their Letter of Intent together with the following documents:**

1. **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))
2. Photocopy of Transcript of Records
3. NBI Clearance
4. TIN
5. Photocopy of eligibility/ license

Qualified applicants are advised to email their application not later than **30 March 2023** to:

**KHRISTINE S. LABAO**

Administrative Officer V (HRMO III)

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

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