

Position Title : **One (1) Administrative Aide VI**

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

Qualifications:

- Must have completed 2 years' studies in college or High School Graduate with relevant vocational/trade course
- Must have excellent knowledge in MS Excel and MS Word
- Computer/Technical Literacy
- Proficient in typing
- Experience: None required
- Training: None required

Job Description

1. Processing of appointments: receiving, recording, retrieval of existing records or creation of new records, review and evaluation, attestation and release of appointments,
2. Build and update the database of appointments,
3. Implement the policies and programs of the Commission and render technical assistance to agencies concerning HR matters which need immediate attention or action and perform other equally importance task in the FO.

Salary

Equivalent to SG 6 or Php 17,553.00/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 27 May 2023 to:

KHRISTINE S. LABAO

Administrative Officer V (HRMO)

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

prcrecruitmentapp@gmail.com

