

Position Title : **One (1) SENIOR ADMINISTRATIVE ASSISTANT IV**

Place of Assignment : Professional Registry 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 : Twenty-Four (24) hours relevant training

Experience : Four (4) year relevant experience

Eligibility : Career Service (Sub-Professional) First Level Eligibility

Others : With above-average written communication skills;
Keen attention to detail;
Sound decision-making and background on records management

Job Description

- Review the reflected amendment in the Permanent Examination Record Card (PERRC) of registered professionals with approved petitions for COS/CON/CODB;
- Check prepared matrices for the initial registration of passers for various Professional Regulatory Boards;
- Check the Service Request Form (SRF) applications to edit records of registered professionals;
- FOI data and certification as to status of professionals and assist the above-signed in monitoring and preparing the report for the two (2) existing projects in PRD.
- Perform other task that may be assigned.

Salary

Equivalent to SG 16 or Php 39,672.00/ 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
- Photocopy of eligibility/ license
- NBI Clearance
- TIN

Qualified applicants are advised to email their application not later than **28 February 2023** to:

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