

**Position Title :** One (1) TECHNICAL ASSISTANT /  
COMPUTER OPERATOR

**Place of Assignment :** Systems Development and Maintenance  
Division (SDMD)  
PRC Central Office  
P. Paredes, Nicanor Reyes St, Sampaloc, Manila,  
1008 Metro Manila

**Qualifications:**

**Education:** Bachelor's Degree relevant to the Job  
**Experience:** 1-year relevant experience  
**Training:** 4 hours relevant training

**Job Description**

- Assist in project implementation activities;
- Assist in the conduct of users' training/orientation on computerization/information system/software packages;
- Assist in the preparation of systems documentation/manual;
- Receive approved service request from Central and Regional Offices through courier/internet communication/document tracking system on any systems enhancement;
- Receive and encode all communications from Central and Regional Offices through courier/internet communication/document tracking system for proper monitoring;
- Prepare administrative reporting requirements;
- Perform document scanning work; and
- Perform other duties assigned from time to time.

**Salary**

Equivalent to SG 9 (SG-9) P21,129.00

**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](http://www.csc.gov.ph))
- Photocopy of Transcript of Records
- NBI Clearance
- TIN

Qualified applicants are advised to email their application not later than **22 July 2023** to:

**KHRISTINE S. LABAO**

Administrative Officer V (HRMO)  
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