

Position Title : Senior Administrative Assistant IV
Place of Assignment : Professional Registry Division
PRC-Central Office
P. Paredes Street Corner N. Reyes Street, Morayta
Manila

Qualifications

Education : Completion of two-year studies in college or High School Graduate w/ relevant vocational/trade course.
Experience : Four (4) years relevant experience
Training : Twenty-four (14) hours relevant training
Eligibility : Career Service (Sub-Professional)/First Level Eligibility

Job Description

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

Salary

Equivalent to Salary Grade 16 or Php39,672.00/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
- NBI Clearance
- TIN ID

Qualified applicants are advised to email their application not later than **14 July 2024** to:

KHRISTINE S. LABAO

Administrative Officer V (HRMO)

P. Paredes Street Corner N. Reyes Street, Morayta, Manila

prcrecruitmentapp@gmail.com