

Position Title : **One (1) Administrative Assistant**

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

Qualifications

- Bachelor's degree holder
- Must have excellent knowledge in MS Excel and MS Word
- Preferably with 2 years' relevant work experience
- With 8 hours training in online/ offline office
- With good communication skills and proficient in writing
- Must have Analysis, written communication, coordination and organization competencies.
- CS Sub-Professional (First Level Eligibility)

Job Description

1. Assist in the inventory and processing of applications for the following:
 - Issuance of Certificate of Authority to Operate Chemical Laboratory
 - Issuance of Certificate of Compliance to Higher Educational Institutions (HEIs) and Establishments (Inspection)
 - Consolidate the list of educational institutions and establishments proposed to be inspected and monitored.
 - Prepare the necessary Travel/Office Order and coordinate with the Procurement and Supply Division for the booking of flight of the member/s of the Board, if necessary.
 - Encode in the database and monitor the submitted post-inspection reports of the Board and Commission Representative.
 - Maintain a database of all inspected and monitored educational institutions and establishments including their status of compliance.
 - Prepare the Certificate of Compliance (COC) and indorse to Board and the Commission for signature.
2. Collect, compile and analyze relevant information and data related to the function of the office to produce routine and/or ad hoc statistics/reports as instructed;
3. Perform other related functions.

Salary Grade

- Equivalent to Salary Grade 11 – Php 25,439.00/ 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)
2. Resume
3. Photocopy of Transcript of Records
4. NBI Clearance
5. TIN
6. Photocopy of eligibility/ license

Qualified applicants are advised to email their application not later than **21 June 2022** to:

KRISTINE S. LABAO

Administrative Officer V (HRMO III)
P. Paredes St., cor, N. Reyes St., Sampaloc, Manila
prcrecruitmentapp@gmail.com