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| **Position Title** | **One (1) TECHNICAL ASSISTANT / COMPUTER OPERATOR** |
| **Place of Assignment** | Systems Development and Maintenance Division PRC-Central Office P. Paredes, Nicanor Reyes St, Sampaloc, Manila, 1008 Metro Manila |

## Qualifications:

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|---|---|---|
| **Education** | : | Bachelor's Degree |
| **Training** | : | Four (4) hours relevant training |
| **Experience** | : | One (1) year relevant experience |
| **Eligibility** | : | Civil Service (Sub-Professional) First Level Eligibility |

## Job Description

1. Assist in project implementation activities;
2. Assist in the conduct of users' training/orientation on computerization/information system/software packages;
3. Assist in the preparation of systems documentation/manual;
4. Receives approved service request from Central and Regional Offices through courier/internet communication/document tracking system on any systems enhancement;
5. Receives and encodes all communications from Central and Regional Offices through courier/internet communication/document tracking system for proper monitoring;
6. Prepares administrative reporting requirements;
7. Performs document scanning work; and
8. Perform other related tasks.

## Salary

Equivalent to SG 9 or Php 20,402.00/ 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

Qualified applicants are advised to email their application not later than **2 December 2022** to:

**ANGELICA P. ALTOVEROS**
Administrative Officer III
P. Paredes St., cor, N. Reyes St., Sampaloc, Manila
prcrecruitmentapp@gmail.com