

**Position Title** : **Nurse**  
**Place of Assignment** : PRC-Central Office  
P. Paredes, Nicanor Reyes St, Sampaloc, Manila,  
1008 Metro Manila

**Qualifications** :

- Must be a graduate of Bachelor of Science in Nursing
- Must have at least one (1) year of relevant experience
- Must have at least four (4) hours of relevant training
- Must be with Republic Act No. 1080 eligibility

#### **Job Description**

1. Act as Secretariat for the PRC Task Force for COVID-2019
2. Assist the Medical Officer in the provision of first aide treatment
3. Participate in the dissemination of information on health matters
4. Monitor employees with health concern and conduct online consultation
5. Coordinate with the Medical Officer for the provision of needed health facilities, medicine, and supplies
6. Develop program plans
7. Monitor and evaluate the implementation of health programs and projects
8. Coordinate with the local government, other government agencies, NGOs, and other stakeholders for an effective and integrated health program implementation
9. Prepare program reports/monthly accomplishment
10. Perform other related functions as may be assigned

#### **Salary**

- Equivalent to SG 16 (₱36,628) with 20% top-up

#### **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, Revised2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph)
2. Resume
3. Photocopy of Transcript of Records
4. NBI Clearance
5. TIN

**Qualified applicants are advised to send through email their application not later than 03 November 2021 to:**

**KHRISTINE S. LABAO**  
Administrative Officer V (HRMO III)  
P. Paredes St., cor. N. Reyes St., Sampaloc, Manila  
prc.rspshr@gmail.com