

Position Title : **Eight (8) Document Preservation Assistants**

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

Qualifications:

- Completion of two-year studies in college
- Basic computer skills
- Good communication skills
- High sense of responsibility and urgency; excellent attention to details, ability to perform multiple activities (multi-tasking)

Job Description

1. Segregation by registration number/ profession of Permanent Examination and Registration Record Cards (PERRCS)/ Registry Sheet
2. Back-to-file of the PERRCS of various professions in the designated file box for easy reference and retrieval
3. Grooming of PERRCS and Registry Sheets
4. Scanning of PERRCS and Registry Sheets
5. Perform other duties as needed

Salary

- Equivalent to SG 6 or Php 16, 877.00/ 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 **21 March 2022** to:

KRISTINE S. LABAO

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