

Position Title : **Administrative Assistant**

Place of Assignment : Accreditation and Compliance Division
Professional Regulation Commission
P. Paredes St. Sampaloc, Manila

Qualifications:

- Bachelor's Degree in any field
- Proficient in the use of Microsoft Word and Excel

Job Description

Administrative Assistant 1:

1. ACD Monitoring Tool - 100% migration of old data
2. Monitoring Tool and Database for APO/AIPO Compliance to Reportorial Requirements per PRC Resolution No. 2018-1089:
 - make an inventory of the existing APO/AIPO records and files
 - develop a monitoring tool and database
 - encode all available data
3. Monitoring Tool and Database for the Inspection and Monitoring Activities of the PRBs:
 - study the existing excel file on inspection and monitoring reports
 - convert the excel file into a programmable database
 - encode/migrate all available data
4. Scoring System for the OPYA screening:
 - create an electronic/automated method for scoring of OPYA nominees to be used during screening sessions
 - render technical assistance during OPYA screening

Administrative Assistant 2:

1. Act as member of the OPYA Secretariat:
 - Receive and evaluate nomination documents and bid books
 - Prepare necessary documents prior to the screening and selection sessions
 - Sort and compile used nomination documents
 - Prepare Purchase Orders, Obligation Requests, and Disbursement Vouchers
2. Coordinate with the concerned PRBs (Mechanical Engineering, Electrical Engineering, Civil Engineering, Architecture, Landscape Architecture and Environmental Planning) on their action on the processed applications which include preparation of resolutions and printing of certificates
3. Assist in the inventory and processing of applications for the issuance of certificate of authority to operate chemical laboratories

Salary

- Equivalent to SG 11 or P23,877.00/month

Mode of Employment

- Job Order

Duration

- Six (6) months

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 **17 May 2021** to:

KHRISTINE S. LABAO

Administrative Officer V (HRMO III)

P. Paredes St., cor. N. Reyes St., Sampaloc, Manila

prcrecruitmentapp@gmail.com