

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:

- Graduate of Bachelor of Science in Psychology
- Must be a Licensed Psychometrician
- Proficient in the use of Microsoft, PowerPoint, Word and Excel
- One (1) year of relevant experience

Job Description

1. Act as HRMPSB secretariat.
2. Prepare matrix, endorsement and summary of applicants in the Central and Regional Office.
3. Prepare Appointment, Position Description Form, Oath of Office and Certificate of Assumption of newly-appointed/promoted employees for Central Office and Newly Created Regions
4. Prepare CSC Checklist and check the completeness of the appointment and other supporting documents to be submitted to the CSC.
5. Prepare and route contract and other supporting documents of Job Order worker in the Central Office.
6. Prepare Renewal of Job Order Contract.
7. Perform other related functions.

Salary

- Equivalent to SG 7 or P780.86/day

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 **10 September 2021** to:

KHRISTINE S. LABAO

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