

Position Title : Administrative Aide IV (Bookbinder)
Place of Assignment : Archives and Records Division
PRC-Central Office
P. Paredes, Nicanor Reyes St, Sampaloc, Manila

Qualifications

Education : High School Graduate
Experience : None required
Training : None required
Eligibility : None required

Job Description

1. Book bind, label and cover all Masterlist and Table of Results, and repairs, restores and rebinds the old or damaged books;
2. Maintain records of daily production and the amount of time spend on specific tasks, and prepare the accomplishment reports thereon;
3. Observe and monitor the tools and machine operations to detect malfunctions and make the necessary adjustments or recommendation for repair/replacement;
4. Check charge-out slips borrowed records inside the vault and assist in their re-filing/back-to-file;
5. Assist in filing the approved Commission issuances, such as resolutions, letter and board orders;
6. Assist in the amendment of professional's data based on the approved letter of order for change of status, correction of date of birth, and name;
7. Assist in the disposal of valueless records; and,
8. Perform other duties assigned from time to time.

Salary : Equivalent to Salary Grade 4 or Php15,586.00/month

Mode of Employment : Job Order

Interested and qualified applicants must submit their Letter of Intent together with the following documents:

- 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)
- Photocopy of Transcript of Records
- NBI Clearance
- TIN ID

Qualified applicants are advised to email their application not later than **15 December 2023** to:

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