

Position Title : Two (2) Administrative Aide VI (Document Preservation Assistant)

Place of Assignment : Professional Registry Division
PRC-Central Office
P. Paredes Street Corner N. Reyes Street, Morayta
Manila

Qualifications

Education : Completion of two-year studies in college or High School Graduate w/ relevant vocational/trade course.

Experience : One (1) year relevant experience

Training : Four (4) hours relevant training

Eligibility : None required

Job Description

1. Segregate Permanent Examination Record Card (PERRC)/Registry Sheet by registration number/profession;
2. Perform back-to-file of the PERRCs of various professions in the designated file box for easy reference and retrieval;
3. Groom PERRCS and Registry Sheet;
4. Scan PERRCS and Registry Sheet;
5. Perform other duties as needed.

Salary

Equivalent to Salary Grade 6 or Php18,225.00/month

Mode of Employment

Job Order Worker

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 **12 October 2024** to:

KHRISTINE S. LABAO

Administrative Officer V (HRMO)
P. Paredes Street Corner N. Reyes Street, Morayta, Manila
prcrecruitmentapp@gmail.com