

Position Title : Administrative Assistant V
Place of Assignment : Accreditation and Compliance Division
PRC-Central Office
P. Paredes St. cor. N. Reyes St., Sampaloc, Manila

Qualifications

Education : Completion of two-year studies in College or High School Graduate with relevant vocational/trade course
Experience : Two (2) years of relevant experience
Training : Eight (8) hours of relevant training
Eligibility : Career Service (Sub-Professional) / First Level Eligibility
Others : Computer literate, proficient in writing, possesses good communication skills, analytical, coordination and organizational competencies

Job Description

1. Assist in the evaluation of applications and supporting documents, including the printing of certificates in the issuance of certificates for the following processes:
 - (a) Accreditation of Provider of Real Estate Training Responsibilities Program;
 - (b) Accreditation of Speaker/Lecturer of Real Estate Training and Program, Continuing Professional Development (CPD) and Career Progression and Specialization Programs (CPSP);
 - (c) Accreditation of Real Estate Training Program;
 - (d) Accreditation of Providers of Training Programs for Medical Representatives;
 - (e) Accreditation of Training Programs for Medical Representatives; and,
 - (f) Accreditation Dental Specialty Societies/Organizations of Dental Specialties
2. Assist in preparing draft Resolution for approval of the Board and the Commission;
3. Transmit to the Board application received from the PRC-Regional Offices for appropriate action;
4. Print certificates of accreditation and transmit them to the appropriate offices for approval, signature and, issuances;
5. Maintain the master list of the following:
 - (a) Accredited Provider of Real Estate Training Responsibilities Program;
 - (b) Accredited Speaker/Lecture of Real Estate Training and Program, CPD, and CPSP;
 - (c) Accredited Real Estate Training Program;
 - (d) Accredited Providers of Training Programs for Medical Representatives;
 - (e) Accredited Training Programs for Medical Representatives; and,
 - (f) Accredited Dental Specialty Societies/Organizations of Dental Specialties
6. Perform other related task.

Salary

Equivalent to Salary Grade 11 or Php28,512.00/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 **15 November 2024** to:

KHRISTINE S. LABAO

Administrative Officer V (HRMO III)

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

prcrecruitmentapp@gmail.com