

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 High School Graduate with relevant vocational/trade course
Experience : Two (2) years of relevant experience
Training : Eight (8) hours of relevant training
Eligibility : None required

Job Description

1. Retrieve reports relative to inspection/monitoring conducted within the last three (3) years;
2. Compile/consolidate into the database the retrieved reports for easy reference;
3. Prepare matrix containing the data and findings indicated in the reports;
4. Check any discrepancies of data/information contained in the reports to ensure the accuracy of matrix;
5. Maintain the physical and digital filing system of reports; and,
6. Perform other functions assigned from time to time.

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](http://www.csc.gov.ph))
- Photocopy of Transcript of Records
- NBI Clearance
- TIN ID

Qualified applicants are advised to email their application not later than **05 October 2024** to:

KHRISTINE S. LABAO

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