

Position Title : Two (2) Administrative Aide IV
Place of Assignment : Archives and Records 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 : None required
Training : None required
Eligibility : None required

Job Description

1. Book bind, label, and, cover all Masterlist and Table of Results, and repair, restore and rebind the old and/or damaged ones;
2. Assist in the amendment of professional's data based on the approved letter or order for change of status, correction of date of birth and/or name;
3. Check charge-out slips of borrowed Masterlist/Table of Results and assist in their re-filling;
4. Observe and monitor machine operations to detect malfunctions and make the necessary adjustments;
5. Prepare and transmit the authenticated copy of Masterlist to regional offices;
6. Maintain records of daily production and the amount of time spent on specific tasks;
7. Assist in filling the approved Commission issuances, such as resolutions, letters, and board orders;
8. Assist in the disposal of valueless records; and,
9. Perform other related functions.

Salary

Equivalent to Salary Grade 4 or Php16,209.00/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 **18 October 2024** to:

KHRISTINE S. LABAO

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