

Position Title	:	Administrative Assistant II
Place of Assignment	:	Administrative Service – Office of the Director PRC-Central Office
Qualifications		
Education	:	Bachelor’s degree in Public Administration, Political Science, Communications or other related fields
Experience	:	One (1) year relevant experience
Training	:	Four (4) hours relevant training
Eligibility	:	None required
Others	:	Excellent oral and written communication skills, innovative, flexible, result-oriented and pro-active by presenting sample works; and, Proficient in the use of digital/computer software, i.e., MS Office, Adobe Pro, etc.

Job Description

1. Assist in the monitoring and acknowledgement of incoming emails and other correspondence from various Central and Regional Offices, Divisions of the Commission and other agencies, and endorse the same to the concerned personnel for appropriate action;
2. Assist the office in the facilitation of conduct of coordination meetings relative to RTWG, Anti-Red Tape, Offsite Delivery of Services, regular meetings and other AS-related functions;
3. Consolidate the various Division Performance Commitment and Review (DPCR) target and accomplishment under the AS and prepare the Office Performance Commitment and Review (OPCR);
4. Assist in the preparation of AS reports, as may be necessary;
5. Assist in the receiving and releasing of official documents;
6. Assist the task force Chairperson for the offsite delivery of services;
7. Monitor and update the Offsite Service Center (OSC) Taskforce’s status report, as may be necessary;
8. Assist in the RTWG, meetings, prepare and disseminate Notice of Meeting and prepare Minutes of meetings;
9. Perform digitization of related documents;
10. Coordinate/collaborate with other offices, as necessary; and,
11. Perform other functions that may be assigned by the Director.

Salary

Equivalent to Salary Grade 8 or Php21,448.00/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 January 2025** to:

KHRISTINE S. LABAO

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