

Position Title	:	Administrative Aide VI (Clerk III)
Place of Assignment	:	Administrative Service – Office of the Director PRC-Central Office
Qualifications		
Education	:	Completion of two (2) years studies in College Preferably with units earned in Public Administration, Political Science, Communications, or other related fields
Experience	:	Preferably with one (1) year relevant experience
Training	:	None required
Eligibility	:	None required
Others	:	Excellent oral and written communication skills, Innovative, flexible, result-oriented and proactive by presenting sample works; Proficiency in the use of digital/computer software, i.e., MS Office, Adobe Pro, etc.

Job Description

1. Monitor receipt and ensure transmittal/endorsement and resolution of concerns/complaints lodged through the Office of the President (OP) – Presidential Complaint Center (PCC), Civil Service Commission (CSC) – Contact Center ng Bayan (CCB), Anti Red-Tape Authority (ARTA), 8888 Hotline, Client Relationship Management System (CRMS), and other existing channels;
2. Assist in the preparation of reply to concerns/complaints lodged through the existing feedback/complaint channel;
3. Prepare periodic reports on the endorsed, resolved, and closed concerns/complaints lodged through OP-PCC, CSC-CCB, ARTA, 8888 Hotline, CRMS, and other existing channels;
4. Assist in the consolidation of accomplished Client Satisfaction Measurement Survey Form, including the preparation of report monthly, quarterly, semestral, and annually;
5. Assist in the conduct of meetings and other activities of the PRC Committee on Anti-Red Tape (CART); and
6. Perform other functions that may be assigned by the CART Chairperson or the Director of AS.

Salary

Equivalent to Salary Grade 6 or Php18,255.00/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 **05 October 2024** to:

KHRISTINE S. LABAO

Administrative Officer V (HRMO III)

P. Paredes Street Corner N. Reyes Street, Morayta, Manila

prcrecruitmentapp@gmail.com