

Position Title : Administrative Assistant II
Place of Assignment : Accounting 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 : One (1) year relevant experience
Training : Four (4) hours relevant training
Eligibility : None required

Job Description

1. Prepare Journal Entry Voucher (JEV) of Disbursement Vouchers in e-ENGAS;
2. Check and Monitor the completeness of Disbursement Vouchers as forwarded from the Cash Division;
3. Check and monitor the accuracy of the Receipts of Checks Issued (RCI) from the Cash Division;
4. Prepare the necessary adjustment entries as recommended by the Accountant;
5. Perform other related functions.

Salary

Equivalent to Salary Grade 8 or Php19,744.00/month

Mode of Employment

Job Order

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 **26 July 2024** to:

KHRISTINE S. LABAO

Administrative Officer V (HRMO)
P. Paredes St. cor. N. Reyes St., Sampaloc, Manila
prcrecruitmentapp@gmail.com