

Position Title : Administrative Aide IV
Place of Assignment : Commission on Audit
PRC-Central Office
P. Paredes, Nicanor Reyes St, Sampaloc, 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
Others : Basic knowledge in records management specifically records inventory and filing, Organizational, Computer and Equipment Operation and report preparation.

Job Description

1. Deliver correspondences, memoranda, endorsement and reports to different division/offices of PRC;
2. Recording of incoming/outgoing files/records and other communication;
3. Prepare requisition and issue slip for COA supplies and materials needs;
4. Monitor of Disbursement Vouchers, Liquidation report, ORS, RAAF and Delivery Inventory;
5. Monitor RESMI and PPEs;
6. Managing the storage of records, documents and reports;
7. Safekeeping of all stored documents;
8. Inspection of accountable forms;
9. Witness Disposal/donation of PPEs (Serviceable);
10. Other related work assigned as proctor in various Licensure Examination; and,
11. Perform other duties/clerical works assigned by the immediate supervisor from time to time.

Salary

Equivalent to Salary Grade 4 or Php16,833.00/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 **09 February 2025** to:

KHRISTINE S. LABAO

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