

**Position Title** : Air-Conditioning Technician II  
**Place of Assignment** : General Services Division  
PRC-Central Office  
P. Paredes, Nicanor Reyes St, Sampaloc, Manila

### **Qualifications**

**Education** : High School Graduate or Completion of relevant vocational/trade course  
**Experience** : One (1) year relevant experience  
**Training** : Four (4) hours of relevant training  
**Eligibility** : Air-Conditioning/Refrigerator Technician (MC 11, s. 96- Cat I)

### **Job Description:**

1. Troubleshoot, inspect and repair of air-conditioning facilities;
2. Perform routine preventive maintenance tasks for the air-conditioning system to ensure safe and smooth performance;
3. Prepare canvass for material/s needed for the project/s repair/s;
4. Check and review prospective air-conditioning unit maintenance and repair suppliers;
5. Assist in preparing project scope of works, bill of materials, cost estimate, requisitions for the needed services and materials, and in the conduct of inventory of supplies, parts and materials;
6. Prepare and safe keep air-conditioning maintenance and other related reports; and,
7. Perform other related functions.

### **Salary**

Equivalent to Salary Grade 8 or Php20,534.00/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 **30 September 2024** to:

### **KHRISTINE S. LABAO**

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