

Position Title : Administrative Aide VI
Place of Assignment : Internal Audit Division
PRC-Central Office
P. Paredes, Nicanor Reyes St, Sampaloc, Manila

Qualifications

Education : Completion of two-year studies in college or High School Graduate with relevant vocational trade course
Experience : None required
Training : None required
Eligibility : None required

Job Description

1. Assist in the preparation of Process Testing Reports relative to the conduct of Licensure Examination and Shredding of Test Questionnaires;
2. Assist in the receiving and routing of the documents;
3. Acknowledge and forward emails and answer phone calls; and,
4. Perform other related functions assigned from time to time.

Salary

Equivalent to Salary Grade 6 or Php18,957.00/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 **18 APRIL 2025** to:

KHRISTINE S. LABAO

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