

**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 of 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 **22 February 2025** to:

**KHRISTINE S. LABAO**  
Administrative Officer V (HRMO III)  
P. Paredes St. cor. N. Reyes St., Sampaloc, Manila  
[prcrecruitmentapp@gmail.com](mailto:prcrecruitmentapp@gmail.com)