

**Position Title** : Administrative Aide VI (Document Preservation Assistant)

**Place of Assignment** : Professional Registry 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. Segregate Permanent Examination Record Card (PERRC)/Registry Sheet by registration number/profession;
2. Perform back-to-file of the PERRCs of various professions in the designated file box for easy reference and retrieval;
3. Groom PERRCS and Registry Sheet;
4. Scan PERRCS and Registry Sheet;
5. Perform other duties as needed.

#### **Salary**

Equivalent to Salary Grade 6 or Php18,225.00/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 October 2024** to:

#### **KHRISTINE S. LABAO**

Administrative Officer V (HRMO)  
P. Paredes Street Corner N. Reyes Street, Morayta, Manila  
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