

**Position Title** : Administrative Aide IV  
**Place of Assignment** : Rating Division  
PRC-Central Office  
P. Paredes St., cor. N. 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** : Can read, write, and count effectively;  
High sense of integrity, confidentiality, and responsibility;  
Ability to perform multiple activities (multi-tasking)  
Physically fit and can lift/carry at least 20kg of loads

### Job Description

1. Store inside the vault the examination papers of various licensure examinations until withdrawal for reading through the OMR.
2. Retrieve the examination papers from the vault the packages of answer/ID Sheets of various licensure examination for opening.
3. Open the envelopes containing the Answer/ID Sheets of examinees in the presence of the Board Member/s;
4. Transport the opened envelopes of Answer/ID Sheets to the OMR Room for reading or scanning thru the OMR;
5. Batch the complete sets of ID and Answer Sheets for the storage inside the vault;
6. Numerically arrange ID/Answer Sheets;
7. Assist in the transmittal of boxes/packages of documents to the Archives and Records Division on the scheduled date for shredding/disposal;
8. Detach reports of rating of examinees;
9. Retrieve from the vault all documents for scanning and groom the same before forwarding to the Scanning Officer; and
10. Perform other duties assigned from time to time.

### Salary

Equivalent to Salary Grade 4 or Php16,209.00/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 St., cor. N. Reyes St., Sampaloc, Manila  
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