

Position Title : One (1) Technical Assistant/Computer Operator
Place of Assignment : System Development and Maintenance Division
PRC-Central Office
P. Paredes, Nicanor Reyes St, Sampaloc, Manila

Qualifications

Education : Completion of two (2) years studies in college or High School Graduate with relevant vocational/trade course
Experience : One (1) year of relevant experience
Training : Four (4) hours of relevant training

Job Description

1. Assist in project implementation activities;
2. Assists in the conduct of users' training/orientation on computerization/information system/software packages;
3. Assists in the preparation of system documentation/manual;
4. Receives approved service request from Central and Regional Offices through courier/internet communication/document tracking system on any systems enhancement;
5. Receives and encodes all communications from Central and Regional Offices through courier/internet communication/document tracking system for proper monitoring;
6. Prepares administrative reporting requirements;
7. Performs document scanning work; and
8. Perform other related tasks.

Salary

Equivalent to Salary Grade 9 or Php 23,226.00/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)
- Photocopy of Transcript of Records
- NBI Clearance
- TIN ID

Qualified applicants are advised to email their application not later than **02 February 2025** to:

KHRISTINE S. LABAO

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