

**Position Title** : One (1) Administrative Aide VI  
**Place of Assignment** : Professional Registry Division  
PRC-Central Office  
P. Paredes St., cor. N. Reyes St., Morayta, Manila

### Qualifications

**Education** : Completion of two-years studies in College (prior to 2018), OR High school graduate with relevant vocational/trade course (prior to 2018), OR Completion of Grade 12/Senior High School under Technical –Vocational-Livelihood Track, OR Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II) (starting 2018)  
**Experience** : None Required  
**Training** : None Required  
**Eligibility** : None Required

### Job Description

- i. Retrieve the PERRC/ Registry Book/Sheet of the Professional for verification of data;
- ii. Verify completely the PERRC/ Registry Book/Sheet for the updating of data registered professionals;
- iii. Return the PERRCs and Registry Sheet correctly and completely according to the registration number in designated boxes; and,
- iv. Perform other functions assigned from time to time.

### Salary

Equivalent to Salary Grade 6 or Php 896.18/day

### Mode of Employment

Job Order Worker

### ***Interested and qualified applicants must submit the following:***

1. Letter of Intent (*include the Position Title and Place of Assignment*)
2. Duly accomplished and **NOTARIZED** Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized picture (CS Form No. 212, Revised 2025 which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph)  
*(The date of the duly notarized PDS must be within the publication period: 02 to 19 February 2026)*
3. Photocopy of Transcript of Records
4. NBI Clearance or receipt/any proof of transaction
5. TIN ID

Qualified applicants are advised to email their application not later than **19 February 2026** to:

### **KHRISTINE S. LABAO**

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