

### **Three (3) DRIVERS**

Place of Assignment: General Services Division  
PRC-Central Office  
PRC Building Paredes St., Sampaloc, Manila

Mode of Employment

Job Order

Job Description:

1. Drive the vehicles of the Central Office in accordance with approved trip tickets and transport officers and employees with approved Travel Order to their destinations;
2. Prepare trip tickets and record gas consumption and number of kilometers travelled;
3. Attend to/supervise the maintenance and servicing of the vehicle operated;
4. Check and perform minor repair and troubleshooting of vehicles; and
5. Perform other related functions.

Salary

Equivalent to Salary Grade 7-Php 806.40/day

Qualification

- At least High School Graduate
- At least 1 year driving experience
- Preferably residents of Bulacan, Novaliches and Cavite

**Interested and qualified applicants must submit their Letter of Intent together with the following documents:**

1. 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)
2. Resume
3. Photocopy of Transcript of Records or Form 138
4. NBI Clearance
5. Photocopy of professional driver's license
6. TIN

Qualified applicants are advised to hand in or send through courier/email their application to:

**KHRISTINE S. LABAO**

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

*Deadline of submission is on July 27, 2020*