

Position Title : **Chauffeur III**

Place of Assignment : General Services Division –
Office of the Commissioner II
PRC Central Office
P. Paredes St., cor. N. Reyes St.,
Sampaloc, Manila

Qualifications:

Education : Elementary School Graduate
Eligibility : Driver License (MC11s, 96 – Cat. II)
Training : None Required
Experience : None Required

Job Description

1. Drive the vehicle of the Commissioner II, in accordance with approved Trip Ticket;
2. Monitor and ensure the maintenance and servicing of the official vehicle;
3. Prepare Trip Ticket; and
4. Perform other duties assigned from time to time.

Salary

Equivalent to SG 7 with 20% Top up or Php 22,343.86/month

Mode of Employment

Job Order

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

Qualified applicants are advised to email their application not later than **23 October 2023** to:

KHRISTINE S. LABAO
Administrative Officer V (HRMO)
P. Paredes St., cor. N. Reyes St., Sampaloc, Manila_
prcrecruitmentapp@gmail.com