

Position Title : Chauffer III
Place of Assignment : General Services Division
PRC-Central Office
P. Paredes St., cor. N. Reyes St., Morayta, Manila

Qualifications

Education : Elementary School Graduate
Experience : None required
Training : None required
Eligibility : Driver License (MC11, s. 96 – Cat. II)

Job Description

- i. Drive the motor vehicle of the agency in accordance with approved Trip Ticket;
- ii. Provide driving services to PRC Officials, Officers, and personnel and/or supplies/materials safely and on time;
- iii. Perform routine motor vehicle inspection and maintenance;
- iv. Observe agency policies and traffic laws;
- v. Prepare Trip Ticket; and,
- vi. Perform other related functions.

Salary

Equivalent to Salary Grade 7 with 20% premium or Php 1,096.91/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
(The date of the duly notarized PDS must be within the publication period: 19 to 24 December 2025)
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 **24 December 2025** to:

KHRISTINE S. LABAO

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