

Position Title : **Chauffeur III**

Place of Assignment : Commission on Audit (COA)
PRC Central Office
P. Paredes, Nicanor Reyes St, Sampaloc,
Manila, 1008 Metro Manila

Qualifications:

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

Job Description

1. Responsible for driving the vehicle and taking care of official, personnel, or guest to and from various destination;
2. Check oil and tires properly and keep the service vehicles in clean condition, both inside and outside;
3. Deliver correspondences, memoranda, endorsement and reports to different division/offices of COA and PRC;
4. Prepare trip tickets and other documents necessary for driving the vehicle; and
5. Perform other duties work assigned by the immediate supervisor 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 **09 September 2023** to:

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