



JOB POSTING FORM

Office / Division / Unit	Number of Vacant Position/s	Item No.	Position/SG	Qualifications
Office of the Deputy Administrator	One (1)	N/A	Administrative Aide IV (Driver II – Contractual)	<p>Educational Background: None required</p> <p>Eligibility: Professional Driver's License (MC No. 10, s.2013-Cat. IV)</p> <p>Work Experience: None required</p> <p>Training: None required</p> <p>Skills / Competencies:</p> <ol style="list-style-type: none"> 1. Professionalism 2. Demonstrating Integrity 3. Communicating Effectively 4. Clean driving, accident free record 5. Basic Maintenance Knowledge 6. Navigation 7. Pleasing personality, physical fitness and strength 8. Efficiency and time management
Job Description/Functions				
<ol style="list-style-type: none"> 1. Provides full time reliable and safe driving services to the Deputy Administrator and/or authorized Office of the Deputy Administrator personnel. 2. Transports Deputy Administrator and/or ODA personnel to and from place of destination. 3. Carries out regular vehicle maintenance services. 4. Utilizes navigation apps to find the most optimal route. 5. Collects and delivers official documents to Deputy Administrator in a timely manner. 6. Carries out outdoor messenger duties as instructed by Deputy Administrator. 7. Ensures timely and properly recorded / documented official trips of Deputy Administrator, vehicle's daily mileages, fuel consumption, oil changes greasing, etc. in the log book. 				

PVAO is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, political affiliation, disability status or any other characteristics protected by law.

Submit application letter, duly accomplished Personal Data Sheet, copy of Authenticated Civil Service eligibility/PRC License and School Transcript of Records to the Personnel Action and Services Section, Human Resource Development Division, Philippine Veterans Affairs Office, Camp Gen. Emilio Aguinaldo, Quezon City or email to careers.hrdd@pvao.gov.ph with the subject title "Application – (insert position)."

Deadline for submission of application is on _____. Only short-listed applicants will be called for examination and interview. For more information, you may contact Ms. Joanna Esquibel-Rubio, HR Assistant at Tel. No. +63 02 8912 1929.

Submitted by:


ATTY. ROLANDO D. VILLAFLO
 Attorney V
 Office of the Deputy Administrator