

TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

JOB OPENING (Second Level Positions)

POSITION : Administrative Aide IV (Driver II)
FORMER : Jonathan P. De Jesus
INCUMBENT
ITEM NUMBER : TESDAB-ADA4-107-2017
OFFICE : Provincial Office Occidental Mindoro, Region IV-B
MONTHLY BASIC SALARY : (SG-4) (Php 15,586.00) **PERA:** 2,000.00 **RATA:** N/A

THE HIREE WILL BE RESPONSIBLE FOR THE FOLLOWING:

- (40%) Drive the light motor vehicles to convey Officials and personnel to their authorized destination;
- (20%) Observe Road discipline and traffic rules including road courtesy, proper driving habits and careful/defensive driving;
- (5%) Facilitate weekly Preventive Maintenance service on the assigned vehicle;
- (5%) Fill up Drive's Trip Ticket and submit the same on a weekly basis;
- (5%) Perform daily vehicle checklist/inventory as applicable;
- (5%) Accomplish Vehicle Repair and maintenance Request Form should there be any component or part that needs to be repaired or replaced; and
- (5%) Report any vehicular accident, breakdown or emergency and, if required, secure Police Report and submit narrative report on the incident;
- (5%) Demonstrate respect and courtesy to supervisors, dispatchers and passengers in the course of official duties as drivers;
- (5%) Display honesty, integrity, punctuality, personal hygiene and neatness, in prescribed office uniform, and maintain the daily cleanliness, care and maintenance or assigned vehicle; and
- (5%) Performs other functions as may be assigned by immediate supervisors from time to time.

JOB QUALIFICATIONS OF THE HIREE ARE:

EDUCATION : Elementary School Graduate
EXPERIENCE : None required
TRAINING : None required
ELIGIBILITY : Professional Driver's License

SPECIAL QUALIFICATIONS:

- n/a

CORE COMPETENCIES:

- Work effectively in vocational education and training
- Receive and respond to workplace communication
- Work with others
- Demonstrate work values
- Practice basic housekeeping procedures
- Perform computer operations
- Compile records
- Perform clerical procedures
- Carry out minor vehicle maintenance and servicing
- Drive light vehicle
- Implement and coordinate accident-emergency procedures

All interested applicants must submit their application together with the following documents to FASD, TESDA MIMAROPA Regional Office, not later than **February 3, 2023**:

- Duly Accomplished Personal Data Sheet (CSC Form 212, Revised 2017) and Work Experience Sheet;
- Performance Rating in the last rating period CY 2022 for outside applicants OR Individual Performance Commitment Review ratings for January to June 2022 and July to December 2022 for TESDA applicants or applicants from other government agencies with at least Very Satisfactory Rating;
- Authenticated Copy of Professional Driver's License;
- Authenticated copy of transcript of records/diploma;
- List of training programs attended indicating the number of training hours together with the certified photocopies of training certificates;
- For government employees only: a copy of previous appointment and Service Record;
- Statement of duties and responsibilities for the positions held indicating the specified period covered (MM-DD-YY to MM-DD-YY); and
- List of at least five (5) references with complete contact details and email address for the following categories: Superior, Peer, Subordinates (if applicable) and Clients (if applicable);

Failure to complete the submission of above documents within the set deadline shall mean disinterest to vie for the position paving the way for non-inclusion in the deliberation process.


VANESSA JANE D. ACEVEDA
Chief Administrative Officer
TESDA MIMAROPA

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