



WORKFORCE PUBLICATION FORM

Date of Posting: May 18, 2017

The Local Government Academy is in need of **Driver (Bus/Van)** to be assigned at the **Administrative, Financial and Management Division.**

SCOPE OF WORK
Provide vehicular support to the Academy
SPECIFIC FUNCTIONS AND DUTIES
<ul style="list-style-type: none">• Drives automotive vehicles, particularly Bus & Van, properly and safely;• Keeps the automotive vehicle clean at all times;• Maintains the good running condition of vehicles to include minor repairs;• Inspects and reports any damages on vehicles;• Prepares trip tickets and trip log to include the name of passenger/s;• Prepares documents for reimbursement of monthly expenses related to the vehicle assigned;• Conducts weekly preventive maintenance of vehicle;• Prepares monthly preventive maintenance report of the vehicle (to include change oil, repairs undertaken, and status of vehicles);• Performs related functions that maybe assigned from time to time
ENGAGEMENT OF SERVICES
<p>The Driver shall be under Contract of Service with duration of six (6) months and renewable subject to assessment or evaluation and availability of funds.</p> <p>The engagement of the Driver is full-time with a monthly salary of Fifteen Thousand Pesos (P15,000.00) inclusive of tax to be paid bi-monthly.</p>
EDUCATION
At least High School Graduate

<p>SKILLS</p> <ul style="list-style-type: none"> • Bus Driving/ basic knowledge in automotive mechanic • Familiar in Traffic Rules and Regulation • Capability to work in a team environment • Proven track record • Good interpersonal skills <p>Personal Qualities</p> <ul style="list-style-type: none"> • Commitment • Effective team participant • Flexible and adaptable to organizational structure and culture • Keen to details • Capable of working well under pressure • Must be willing to work overtime • With pleasing personality
<p>TRAINING</p> <ul style="list-style-type: none"> • Related training
<p>EXPERIENCE</p> <ul style="list-style-type: none"> • 2 – 3 years <p>Eligibility</p> <ul style="list-style-type: none"> • TESDA certification • Professional Driver License (Code 2 – 3)

Interested Applicants may visit or send application forms and required credentials to:

MARIVEL C. SACENDONCILLO, CESO III
Executive Director
 DILG-Local Government Academy
 8F Agustin I Building F. Ortigas Jr. Road, Ortigas Center, Pasig City

Through:

DONNA JEANNE M. YARCIA
 Administrative Officer V (HRMO III)

Email: lgahrmu@gmail.com

Application Requirements:

- Letter of Application
- Transcript of Records (Authenticated)
- Curriculum Vitae
- Medical Certificate (upon advise by the HRM Officer)
- College Diploma (Authenticated)
- Certificates of trainings attended

Deadline of Application: May 28, 2017