



WORKFORCE PUBLICATION FORM

Date of Posting: September 6, 2019

The Local Government Academy is in need of **one (1) Driver** to be assigned at the **Administrative, Financial and Management Division (AFMD)**.

SCOPE OF WORK

- Provides assistance in the operation of the LGA.

SPECIFIC FUNCTIONS AND DUTIES

- Drives automotive vehicles particularly BUS & VAN properly and safely
- Keeps the automotive vehicle clean at all times
- Maintains the good running condition of motor vehicles to include minor repairs.
- Inspects and report any damages on vehicles.
- Prepares trip tickets and trip log to include name of passenger/s.
- Prepares documents for reimbursement of monthly expenses related to the vehicle assigned.
- Conduct daily preventive maintenance of vehicle.
- Prepares monthly preventive maintenance report of vehicle (to include change oil, repairs undertaken, and status of the vehicle)
- Performs other tasks that maybe assigned from time to time.

ENGAGEMENT OF SERVICES

The Driver shall be under Contract of Service with duration of six (6) months and renewable subject to the assessment or evaluation and availability of funds.

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.

EDUCATION

- TESDA certification
- Professional Driver's License (Code 2,3,4)

SKILLS

- Bus Driving Skills
- Basic Knowledge in Car repair/Mechanics

Personal Qualities

- Keen to details;
- Flexible and adaptable to organizational culture;
- An effective team participant; gets along with others
- Resourceful, innovative, and pro-active.
- Capable of working well under pressure;
- Must be willing to work overtime
- Patient and Responsible
- Well trained and educated (follows traffic rules and regulations)

TRAINING

- Related training

EXPERIENCE

- 2-3 years

Eligibility

- None required

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

THELMA T. VECINA, CESO IV

Executive Director

DILG-Local Government Academy

8F Agustin I Building F. Ortigas Jr. Road, Ortigas Center, Pasig City

Through:

Email: lgahrmu@gmail.com

Application Requirements:

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

Deadline of Application: September 16, 2019

Prepared by:



BERNALYN A. BANSALES

Administrative Assistant

Date: 8/5/2019

Approved for posting:



GENEDINE A. EVANGELISTA

Chief, AFMD

Date: 8/5/2019

WEB POSTING CONFIRMATION SLIP

Title of the document:

Workforce Publication Form for (1) Driver under Administrative, Financial and Management Division (AFMD)

Date & time posted:

Web Administrator:

Signature above printed name