



## **ANNOUNCEMENT**

(April 01, 2021)

DILG Regional Office No. 02 is in immediate need on a **Contract of Service basis** with the following qualifications and responsibilities as indicated in the attached document:

- **One (1) ADMINISTRATIVE AIDE IV (DRIVER) – Php13,807.00 per month for the period April 16, 2021 to June 30, 2021**

### **Location: DILG-Nueva Vizcaya**

- ✓ Male/Female
- ✓ At least High School Graduate associated with the completion of relevant vocational/trade course
- ✓ With valid Professional Driver's License
- ✓ At least two (2) years driving experience of light vehicles, within and outside Region 02
- ✓ 25-35 years old
- ✓ With good moral character and work attitude
- ✓ Preferably a holder of TESDA Driving Certificate

### **Responsibilities/Task:**

- Serves as Driver stationed at DILG-Nueva Vizcaya;
- Conducts a pre and post travel inspection such as but not limited to the brake, light, oil, water, battery, air, gas, engine and tires services in keeping his assigned vehicle roadworthy at all times;
- Prepares or accomplishes the necessary travel documents before departure from the Official Station;
- Prepares and maintains the cleanliness of the assigned vehicle he drove immediately upon arrival at destination making it readily available for the next use;
- Prepares an After-Travel Report on the condition of the vehicle immediately upon arrival at the Provincial Office, and submit the same to the FAU Chief;
- Carries the passengers as far as human care and foresight can provide, using the utmost diligence of very cautious persons, with a due regard for all circumstances;
- Keeps and maintains Daily Time Record as basis of services rendered and required to report to office subject to the 8-hour law like a regular employee;



- Does monthly report and other functions that the supervisor requires to do;
- Does related works.

Interested applicants may submit the following to the DILG Regional Office not later than April 10, 2021 or email to [r2dilg@yahoo.com](mailto:r2dilg@yahoo.com):

1. Application Letter;
2. Duly accomplished and updated Personal Data Sheet;
3. Certificate of Employment for previous employer (if applicable)
4. Photocopy of License
5. Duly Authenticated photocopy of Transcript of Records and Diploma

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**IVE B. SALUDEZ**  
Chief Administrative Officer

Noted by:

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**JONATHAN PAUL M. LEUSEN, JR., CESO III**  
Regional Director