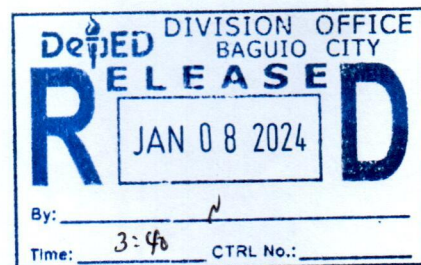




Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



VACANCY ANNOUNCEMENT

DIVISION: Office of the Schools Division Superintendent
SECTION/UNIT: Admin-General Services
Position: Administrative Aide III (Driver I) (**JOB ORDER**)
Salary Grade: 3 (Php667.00/day)
No Work No Pay Basis

ESSENTIAL FUNCTIONS/TASKS

Daily job responsibilities and duties, but not limited to:

1. Provide driving services in the transportation of SDO employees, especially during field operations (inspection, validation, investigation, etc.): conveyance of staff to fulfill administrative duties (bank transactions, procurement activities, attendance to meetings, etc.)
2. Undertakes minor mechanical repairs on assigned service vehicles:
3. Shall be responsible for the upkeep and general maintenance of assigned service vehicle;
4. Performs daily the Pre-Driving Safety Check (BLOWFATCH)
 - B - Brakes, Batter, Belts
 - L - Lights, Leaks, License
 - O - Oil
 - W - Water, Wipers, Washer
 - F - Fuel, Fluids
 - A - Accessories
 - T - Tires, Tools
 - C - Car Registration, Cleanliness, and Disinfection
 - H - Horn, Hose
5. Prepares trip tickets for assigned vehicle and ensures approval thereof prior to leaving the Office.
6. Submits accomplished Trip Tickets to the Accounting Unit thru the Administrative Officer (Admin Services) on or before 20th of the month (1-15 Trip Tickets) and 5th of the ensuing month (16-30/31 Trip Tickets) including the Semi-Monthly Report of Official Travels- Report of Fuel Consumption and Distance Travelled (Appendix F)
7. Prepares and submits Driver's Vehicle Inspection Report (Appendix 1);
8. Performs messenger services; and
9. Performs other related tasks as may be assigned from time to time.

MINIMUM QUALIFICATIONS

Education	Elementary school graduate
Experience	None required
Training	None required
Eligibility	Professional Driver's License (MC 11, s. 1996 - Cat. IV)

APPLICATION PROCEDURE:

1. Submit the following documentary requirements through the **SDO-Records Section on or before January 15, 2024:**
 - a. Letter of Intent (addressed to SORAYA T. FACULO PhD, CESO VI, Assistant Schools Division Superintendent OIC-Schools Division Superintendent);
 - b. Duly accomplished Personal Data Sheet (CSC Form 212 Revised 2017) and Work Experience Sheet which can be downloaded at www.csc.gov.ph;
 - c. Photocopy of certificate of license;
 - d. Photocopy of Transcript of Records (if college graduate) or Diploma (elementary/high school graduate)
 - e. Performance rating in the last rating period (if applicable);

The Department of Education adheres to the existing general policy of no discrimination based on gender identity, sexual orientation, disabilities, religion and/or indigenous group membership in the implementation of its Merit Selection and Promotion Plan.

SORAYA T. FACULO PhD, CESO VI
 Assistant Schools Division Superintendent
 OIC- Schools Division Superintendent