

**NOTICE OF VACANCY**  
**HIRING OF CONTRACT OF SERVICE PERSONNEL**

**POSITION: (2) ADMINISTRATIVE AIDE VI (DRIVER)**

**PAY RATE: SG 6 (Php15,524.00/month)**

**OFFICE : AFS - General Services Division**

QUALIFICATION STANDARD	
Education	Must be able to read and write/Elementary School Graduate/High School Graduate or completion of relevant vocational trade course
Experience	None Required
Training	None Required
Eligibility	Driver's License (MC 11 s. 96 – Cat II)
Attitude/Values	Familiar with traffic rules and regulations, has skills on minor troubleshooting, clean driving record, with good moral character and willing to work beyond office hours.

**End user's preferences:**

**Education:** At least High School level

**Experience:** Preferably with at least 2 years of experience in driving or as a Company Driver

**Training:** None required

**Eligibility:** Driver's License (Professional)

**Job Description:**


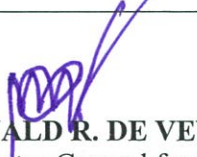
1. Transports the officials and staff on official travels;
2. Maintains and ensures serviceability of the vehicle;
3. Prepares report of gasoline expenses (trip tickets and summary report)
4. Ensures safekeeping of vehicle tools and accessories in good condition; and
5. Performs other related functions as may be assigned

**Applicants are advised to submit the following to the Human Resource Development Division, FDA Alabang Muntinlupa City.**

1. Application Letter;
2. Duly Accomplished Personal Data Sheet (CS Form 212 Revised 2017) (**Downloadable at <http://www.fda.gov.ph/careers>**) back-to-back, two copies;
3. Certified True Copy of Drivers license;
4. Certified True Copy of Diploma and Transcript of Record;
5. Certificate of Attendance to training/s, if any;
6. NBI Clearance;
7. Certificate of Employment/Service Records.

**Date posted:** 24 June 2021

**Deadline of submission:** 30 June 2021

 <b>RACQUEL P. ALVENDIA, CPA, MBA-H</b> Director III, Administrative & Finance Service	 <b>ATTY. RONALD R. DE VEYRA, MBA, CESO II</b> Deputy Director General for Internal Management
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