



Administrative Aide IV (Messenger)

Status: Contract of Service

Monthly Salary: Php 18,703.20 (*inclusive of 20% premium*)

Item Number: COS-ADA4-100

Division: General Services Division

Qualifications:

Education: High School Graduate

Experience: At least 1 year experience in driving motorcycle and other motorized vehicle

Training: None required

Eligibility: Professional Driver's License (A, A1, B, B1 or 1, 2, 3)

Duties and Responsibilities:

- 1) Perform messenger tasks as requested. Transport documents and/or packages to and from destinations.
- 2) Act as the on-call driver for PhilSA Motor Vehicles and drive the official vehicle of PhilSA and chauffeur officials and/or staff to their destination
- 3) Check the vehicles (water, fuel, oil, etc.) before operating for any official trip and report vehicular accidents and any corresponding damage sustained.
- 4) Ensure that the official vehicle is well maintained and perform minor repairs.
- 5) Recommend repair or replacement of damaged parts to the General Services Division head and follow-up to ensure vehicle serviceability at all times.
- 6) Prepare driver trip tickets and/or other documentation needed for proper liquidation of funds, including but not limited to filling out and submission of Petty Cash Vouchers and submission of Official Receipt, among others.
- 7) Perform other duties of a regular or special nature as may be assigned from time to time.



You may Scan this QR Code or Access the link below to build your PhilSA Application Profile

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