



Republic of the Philippines
Office of the President
Philippine Space Agency



Driver I

Status: Contract of Service

Monthly Salary: Php 20,199.60 (*inclusive of 20% premium*)

Item Code: COS-DVR1-100

Division: General Services Division

Required Qualification:

Education: Elementary School graduate

Experience: 1 year of experience in driving motorized vehicles (passenger vans, pickups, SUVs) and motorcycle

Training: None required

Eligibility: Professional Driver's License (A,B, B1, B2 or equivalent)

Duties and Responsibilities:

- 1) Drive the official vehicle of PhilSA and chauffeur officials and/or staff to their destination
- 2) Perform messenger tasks as requested. Transport documents and/or packages to and from destinations.
- 3) Check the vehicles (water, fuel, oil, etc.) before operating for any official trip and report vehicular accidents and any corresponding damage sustained.
- 4) Perform daily check by using the BLOWBAGETS (Battery, Lights, Oil, Water, Brakes, Air, Gas, Engine, Tires, and Self) checklist before driving.
- 5) Recommend repair or replacement of damaged parts to the General Services Division head and follow-up to always ensure vehicle serviceability.
- 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 by the immediate supervisor or the division chief.



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