



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-DVR1-43

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) Perform messenger tasks. Transport documents and/or packages to and from destinations as scheduled.
- 2) Act as on-call driver for other PhilSA executives as needed.
- 3) Handle all documents and tasks with a high level of confidentiality and professionalism.
- 4) Perform daily check by using the BLOWBAGETS (Battery, Lights, Oil, Water, Brakes, Air, Gas, Engine, Tires, and Self) checklist before driving.
- 5) Ensure that the official vehicle is well maintained and perform minor repairs.
- 6) Recommend repair or replacement of damaged parts to the General Services Division head and follow-up to always ensure vehicle serviceability.
- 7) 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.
- 8) 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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