Republic of the Philippines
Office of the President
Philippine Space Agency

BAGONG PILIPINAS

Property Custodian I

Status: Contract of Service
Monthly Salary: Php 24,132.00 (*inclusive of 20% premium*)
Item Code: COS-PC1-191
Division: General Services Division

Required Qualifications:

Education: Completion of two-year studies in college or High School graduate with relevant vocational/trade course
Experience: 1 year of experience in processing of vehicle registration with LTO
Training: None required
Eligibility: Professional Driver's License (A, A1, B, B1, B2)
Competencies:
-Computer literate
-Basic knowledge of fleet management and automotive troubleshooting and repairs
-Public service-oriented, proactive, and proven track record of integrity and credibility
-Fleet and logistics management
-Record keeping and administrative skills
-Effective communication and coordination

Duties and Responsibilities:

1) Managing and coordinating the use of the agency's fleet of vehicles, ensuring their effective and efficient operation. This includes providing timely transportation services while maintaining vehicle upkeep and compliance;
2) Scheduling: Assigning vehicles to employees based on requests, availability, and priority;
3) Vehicle Maintenance Coordination: Ensuring that vehicles are regularly serviced and properly maintained;
4) Record Keeping: Maintaining logs of vehicle usage, including mileage, fuel consumption, and repairs;
5) Route Planning: Assisting drivers in optimizing routes for efficiency and cost effectiveness;
6) Compliance: Ensuring that all vehicles and drivers comply with safety and regulatory requirements;
7) Communication: Serving as the primary point of contact among drivers, mechanic, and management, addressing issues as they arise;
8) Processing payments for fuel fleet cards, toll fees, preventive and corrective maintenance, and other expenses related to PhilSA vehicles;
9) Relief Driving Duties: Serving as a designated reliever for official drivers who are on leave, thereby ensuring continuity in the delivery of transportation services; and
10) Performing other duties, whether regular or special in 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

https://bit.ly/PC1-191

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