



Republic of the Philippines
Department of Health
CENTER FOR HEALTH DEVELOPMENT MIMAROPA
Human Resources Management Section



NOTICE OF JOB VACANCY	
Position : Administrative Aide VI (Chauffer II)	Salary Grade: 6
	Monthly Salary: Php 15,524.00
Division: Management Support Division	Office of Assignment: General Services Section
ITEM NO.: OSEC-DOHB-ADA6 300031-2004	
Minimum Qualification Standards (per CSC QS Manual)	
Education: Elementary School Graduate	
Experience: None required	
Training: None required	
Eligibility: Driver's License (MC 11 s. 96-CAT.II)	
Additional Qualifications Preferred:	
Competency: *Travel routes *LTO Rules and regulations *Road signs and signals *Vehicle care and maintenance	* Defensive driving * Occupational Hazards and Safety Standards Practices
Interested applicants are advised to hand in or send through courier/email application (hrpersonnel@mimaropa.doh.gov.ph) to the Human Resource Management Section	
1. Letter of Intent address to: Noreen C. De La Cruz Administrative Officer V DOH Center for Health Development MIMAROPA QMMC Compound, Project 4, Quezon City	
2. Duly accomplished Personal Data Sheet(PDS) with recent passport size picture and the Work Experience Sheet (CSC Form No.212, Revised 2017)	
3. Copy of Driver's License	
4. Certificate of employment with duties and responsibilities of previous/current employment and contact numbers/email address	
Date Posted: July 27, 2020	Deadline of Submission: August 7, 2020