



Republic of the Philippines
Department of Health
CENTER FOR HEALTH DEVELOPMENT MIMAROPA



NOTICE OF VACANCY

(Contract of Service)

Division/ Unit / Section: Local Health Support Division

Date of Posting: September 9, 2022

Position Title	Salary + Premium	Qualification				Area of Assignment
		Education:	Eligibility:	Experience:	Training:	
(1) DRIVER III	(SG 8) 18,998.00 + 949.90 (5% Premium) = 19,947.90 Source of Fund: PHM-LHSD	Elementary School Graduate	Driver License (MC 11, s.96 - Cat. III)	1 year of relevant Experience	4hrs. of relevant training	LHSD DOH - CHD MIMAROPA (Manila-Based)

JOB DESCRIPTION / FUNCTION (Duties and Responsibilities):

- Conducts preventive maintenance of assigned transport vehicles;
- Drives office vehicle and transport office personnel on official business;
- Delivers office and medical supplies, equipment and other requisitions from and to the agency, as needed;
- Checks vehicle before and after travel (BLOW BAGETS) and consolidates reports on trip tickets, fuel and oil consumption and vehicle usage;
- Handles requisitions for gasoline, oil, brake fluid and other supplies necessary for the vehicle;
- Performs minor auto mechanical repairs of assigned vehicle, as needed;
- Maintains cleanliness of the assigned vehicle at all times;
- Maintains orderliness and cleanliness of the assigned parking space and its premises;
- Coordinates/liase with the General Services on concerns relevant to the proper maintenance/ repair of the service vehicle, as needed.
- Performs other functions that maybe assigned by the supervisor or the designated LHSD Motorpool Officer from time to time.

Documentary Requirements:

- Application / Intent Letter addressed to:

MARIO S. BAQUILOD, MD, MPH, CESO IV
Director IV
Department of Health
Center for Health Development MIMAROPA
QMMC Compound, Project 4, Quezon City

Thru: **MS. NOREEN DELA CRUZ**
Administrative Officer V
Head, Human Resource Management & Development Section

- Fully accomplished Personal Data Sheet (PDS) and Work Experience Sheet (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph
- Copy of Diploma and Transcript of Records (if applicable)
- Proof of Eligibility (if applicable)
- Photocopy of Updated PhilHealth Contribution and TIN

✓ Applicants may send PDF format / scanned copy of documentary requirements on or before: **September 16, 2022**
DEADLINE OF SUBMISSION

- ✓ Email Address: hrpersonnel@mimaropa.doh.gov.ph with the subject: **APPLICANT FOR DRIVER III**
- ✓ Applications with incomplete documents shall not be entertained

Prepared by:

Noreen C. Dela Cruz
NOREEN C. DELA CRUZ
Administrative Officer V
Head, HRMDS

Reviewed by:

Maria Teresa G. Castillo
MARIA TERESA G. CASTILLO, MD, MPH, PHSAE
Medical Officer V / LHSD Chief

Approved by:

Joseito M. Padua
JOSEITO M. PADUA, RN, MAN.
Chief Administrative Officer

Kalusugan sa mga Isla, Kayamanan ng MIMAROPA