

Requesting Office : Administrative and Finance Division
Number of Position Requested : Four (4)
Position : Chauffeur IV
Salary : Php16,758.00
Duration of Contract : April 1, 2024 – June 30, 2024
Date of Request : March 7, 2024

Qualifications:

1. Education : Elementary School Graduate
2. Eligibility : Professional Driver's License
3. Experience : None required
4. Training : None required
5. Other required qualifications:

Duties and Responsibilities:

Coverage of duties and responsibilities of COS

- A. Conduct/Implement specific division activities such as:
 1. Provide driving services to the BAFE Staff;
 2. Ensure the cleanliness and roadworthiness of the assigned vehicle at all time;
 3. Maintain and update the assigned vehicle's service history card;
 4. Prepare vehicle travel requirements such as trip tickets, cash advance and other documents;

- B. Provide administrative assistance such as:
 1. Attendance to queries and request;
 2. Coordination with supervisor for travel assignments; and
 3. Perform such other duties as may be assigned from time to time.