

PRESS RELEASE

CALL FOR APPLICANTS FOR DRIVER AT PSA BILIRAN

Date of Release: 24 January 2025
Reference No. 25PR0878-06

The Philippine Statistics Authority (PSA) – Biliran is in need of a Driver as Contract of Service Worker (COSW) for the implementation of Republic Act No. 10625, otherwise known as “Philippine Statistical Act of 2013”.

I. List of Vacant Position

One (1) Driver.

II. Wage and Duration of Contract

Wage: Salary Grade (SG) 3 – Php 18,318 inclusive of 20% premium

Contract Duration: 03 February 2025 to 30 June 2025

III. Qualification Standards

- Education: Preferably at least college level;
- Eligibility: Professional Driver’s License and familiarity with roads in the region and nearby provinces;
- Trainings: TESDA National Certificate Level II (NC II in Driving), if any;
- Others:
 - a) Knowledgeable in Microsoft Office applications such as Word, Excel, and PowerPoint;
 - b) High flexibility in working beyond the standard duty hours, under ambiguous circumstances and sometimes difficult situations;
 - c) Must have a strong sense of urgency and a well-developed work ethic and character;
 - d) Preferably with experience in PSA Survey and National ID; and
 - e) For Driver functions/key result area, see the information at page 3.

IV. Deadline of Submission of Application

- Applications will be accepted until **28 January 2025, Tuesday at 5:00 PM.**

V. Where to File Application

- Submit all documentary requirements personally from Monday to Friday (except holidays) at 8:00 AM to 5:00 PM at PSA Ground Floor Mezzanine, DEMC Building, P. Inocentes Street Naval, Biliran 6560 and look for Mr. Virgilio L. Cinco, Jr., Human Resource (HR) Personnel Designate.





VI. Documentary Requirements

1. Signed application letter stating the specific position title applied for addressed to:


RENAVIL V. CUEVA
Chief Statistical Specialist
Philippine Statistics Authority
Biliran Provincial Statistical Office
Naval, Biliran

2. One (1) original copy of duly accomplished Personal Data Sheet (PDS) with recent passport-sized picture taken within three (3) months prior to submission of application (Civil Service Form 212, Revised 2017) wet signed, and duly subscribed and sworn to before an authorized administering officer within the posting period (refer to Guide to Filling Out the Personal Data Sheet or CSC MC No. 16, s. 2017);
3. Photocopy of Certificate of Training, if any;
4. Photocopy of Certificate of Employment, if any; and
5. Photocopy of Transcript of Records/Diploma.

VII. Others

- Incomplete documentary requirements and failure to follow all instructions will result to non-consideration of application.
- All qualified applicants will undergo a face-to-face interview.
- For inquiries and further information, please contact Mr. Virgilio L. Cinco, Jr., through office telephone number (053) 507-8122; or email address biliran@psa.gov.ph.

Approved for release:


RENAVIL V. CUEVA
Chief Statistical Specialist



Driver Functions/Key Results Area:

Transport and Delivery

1. Safely transport the authorized passengers, including equipment/goods to their official destination when requested by officials and employees attending meetings and official business.
2. Ensures all passengers follow safety and security procedures while inside the vehicle, before, during, and after the trip.
3. Plans possible routes and destinations, keeping fuel efficiency and road-worthy vehicle conditions, and obeying local traffic rules and regulations.
4. Responsible for safe and defensive driving during the trip.
5. Assists in loading and unloading official goods, equipment, and documents.
6. Perform assigned tasks relevant to plans, programs, and activities of PSA Biliran.

Vehicle Maintenance

1. Responsible for the regular check-up and maintenance of assigned vehicles. Periodic maintenance must be done every 5,000 km or 3 months, whichever comes first.
2. Prepares requests for the needed supplies, equipment, and replacement of vehicle spare parts, performs minor repairs, and arranges for shop schedules for other repairs.
3. Monitors and conducts daily inspections and maintenance of assigned vehicles before and after the trip.
4. Maintains vehicle first aid box, communication equipment, and fire extinguisher and protects the vehicle while inside and outside the office premises.
5. Ensures the sanitation and ready use of the vehicle anytime; ensures disinfection of the vehicle especially the interior before and after every use.
6. Ensures all necessary documents, vehicle registration, and permits such as copies of CR and OR, insurance coverage, driver's manual, tools, map, etc. are up to date and kept in a safe place inside the vehicle.

Reporting

1. Prepares and keeps records of daily and periodic vehicle usage reports, including trip use, mileage, fuel consumption, and inventory of tools and equipment.
2. Prepares and submits daily and weekly vehicle maintenance checklist.
3. Ensures effective and timely communications, follows the steps required by vehicle, safety, and security protocols are taken in case of involvement in an accident; observes any defects and damages, or relevant concerns of the trip or the assigned vehicles.

