

# JOB ORDER

## TWO (2) DRIVERS

- With current professional driver's license
- With at least 3 years driving experience
- Has no derogatory record
- Familiar with basic principles of gas/diesel engines, hydraulic systems, pump systems etc. and knowledge of all components on attachments.
- Has ability to follow oral and written instructions from supervisor.
- Has ability to interpret and follow operating manuals and maintenance manuals.
- With developed knowledge to comprehend road maps, permits, vouchers etc.
- Has ability to interpret and comply with safety codes, traffic rules, regulations and safe operating practices.
- Has ability to perform safety inspections, recognize and report mechanical problems, perform preventive maintenance check (oil, and all fluid levels, tire pressure) etc.
- Has ability to adjust to different driving environments and respond appropriately to changing driving environments
- Familiar with the different cordillera and manila routes

## RESPONSIBILITIES

- Performs pre-trip, trip and after trip inspections.
- Provides transport services to officials and employees in the course of their attendance to official meetings/seminars/conferences/project monitoring and others held in various places within and outside the Region;
- Operate vehicles in inclement and severe weather conditions.
- Operate vehicles in mountainous areas or on rough steep terrain.
- Operate vehicles on loose surfaces; sand, gravel or dirt.
- Perform routine preventive maintenance (Engine and Hydraulic oil & filter changes, belt & hose replacements, tire/wheel removal, mounting and replacement etc)
- Delivers and pick up official documents/messages and communications to various government agencies;
- Maintains cleanliness and daily maintenance of vehicle such as car/motor wash, check-up oil, fluid, tires and monthly wash of seat covers and others;
- Perform motor vehicle troubleshooting and minor repairs;
- Maintains cleanliness of garage and its surroundings; and
- Perform such other duties as may be assigned from time to time.

## REQUIREMENTS

- Application letter
- Personal Data Sheet (PDS – CSC form 212)
- Photocopy of License and training/s attended

**DEADLINE – MAY 31, 2016**

Address application to:

For inquiries, please see Mr. Gerry C. Balang,  
Supervising Administrative Officer, or you  
may call him at (074) 442-0085

**ENGR. MARLO L. IRINGAN**  
Regional Director  
DILG-CAR  
Baguio City