

WE ARE HIRING

# CONTRACTUAL DRIVER

DEADLINE : 20 JUNE 2025

HRD-NOV-2025-112

Job Level 8, PhP 678.20/day  
Fixed-term Employment

Qualified applicants are requested to  
**PERSONALLY SUBMIT** the following to the  
**HRD on or before: 20 JUNE 2025:**

1. Application letter: Addressed to the: President and CEO Manjit T. Singh Reandi
2. Barangay Certification (Residency and complaints, its nature, and status, if any
3. Diploma
4. NBI Clearance
5. Notarized Personal Data Sheet (PDS) with three (3) character reference with email addresses and contact numbers. PRINTED BACK-TO-BACK and DO NOT LEAVE BLANK SPACES. Write N/A if not applicable
6. Transcript of Records )
7. Copies of Training Certificates (2024 – 2020)

**LATE AND INCOMPLETE APPLICATIONS  
SHALL NOT BE ENTERTAINED**

## Qualification Standards

**EDUCATION:** Must be high school graduate or posses an equivalent diploma

**EXPERIENCE:** At least 3 years work experience

**TRAINING:** With any automotive course or certificate are preferred

**OTHER REQUIREMENT:** Computer literate

## General Duties and Responsibilities

1. To drive JHMC employees on official trips as scheduled whether local or outside JHMC Office. Also transport external clients of JMC related to official transactions, if needed.
2. Prepares trip ticket and/or gas slip.
3. Performs vehicle inspection before and after each trip.
4. Ensure cleanliness of all official vehicles.
5. Perform preventive maintenance and submit a weekly report with recommendation for, appropriate action of the Property Custodian, General Services Manager, and Administrative Services Manager.
6. Conduct minor repairs on the official vehicles.
7. Provide technical assistance concerning the procurement of supplies and equipment related to repair and maintenance of vehicles.
8. Undertake delivery assistance concerning the procurement of supplies and equipment related to repair and maintenance of vehicles.
9. Adhere to JHMC policies and procedures.
10. Performs other related functions as may be assigned from time to time.