



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF LUCENA CITY



11 Mar 2025

DIVISION MEMORANDUM

No. 109, s. 2025

ACCEPTANCE OF APPLICATION FOR DRIVER (JOB ORDER)

TO: OIC – Asst. Schools Division Superintendent
Chief Education Supervisors – SGOD & CID
EPSs and PSDSs
Unit Heads
Public Elementary and Secondary School Heads
All Others Concerned

1. This Office announces the acceptance of application for Driver (Job Order) under the Office of Schools Division Superintendent.
2. The Department of Education SDO Lucena City adheres to the existing general policy of no discrimination based on gender identity, sexual orientation, disabilities, religion, and/or indigenous group membership in the implementation of its Merit Selection and Promotion Plan.
3. The minimum qualification for the vacant position are as follows:

SALARY	450.00 per day
	Travel allowance is provided during official travel
EDUCATION:	Elementary School Graduate
TRAINING:	None Required
EXPERIENCE:	1 year relevant experience
ELIGIBILITY:	Professional Driver's License
PLACE OF ASSIGNMENT:	DEPED- Division of Lucena City



4. Below are the duties and responsibilities of the abovementioned position:

POSITION	JOB SUMMARY
Driver (Job Order)	<ul style="list-style-type: none">• Provide transport service to the Schools Division Superintendent and deliver prompt and quality support service to the OSDS by assisting in the implementation of administrative systems, procedures and projects in order for the SDS to perform his/her duties efficiently.

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
DRIVING	<ul style="list-style-type: none">• Drives the service vehicle of the SDS to destinations as directed by the SDS/ASDS or through the office Administrative Officer.
VEHICLE MAINTENANCE	<ul style="list-style-type: none">• Keeps the service vehicle in good condition and performs trouble shooting and maintenance activities as needed.• Recommends repair or replacement of damaged parts to General Service's unit and follows up to ensure vehicle serviceability at all times.• Prepares/encodes fuel and oil consumption and distance traveled and submits report to General Services.

5. All interested applicants shall submit the application documents fastened in long folder with name in front to the Personnel Unit.
- a. Letter of intent addressed to the Schools Division Superintendent
 - b. CSC Form 212 (revised 2017) Personal Data Sheet in two copies with the latest passport size ID picture with signature over printed name;
 - c. Photocopy of valid Driver's License
 - d. Photocopy of scholastic/academic record/Transcript of Records (TOR) and Diploma.
 - e. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable
 - f. NBI Clearance
 - g. Other documents as may be required
6. Applicants shall assume full responsibility and accountability for the authenticity and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement duly signed by the applicants. Any false and fraudulent document submitted shall be grounds for disqualification.
7. All interested applicants shall submit the application documents in hard copy to the Records Unit on or before **March 13 to March 24, 2025, 5:00 pm only.**

8. Immediate dissemination of this Memorandum is desired.


SUSAN DL. ORIBIANA
Schools Division Superintendent


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/ 03/11/2025

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