



VACANT POSITION DETAILS

ADMINISTRATIVE AIDE IV (DRIVER II)

Place of Assignment:	Hospital Management Office - Gov. Niel D. Tupas Sr. Memorial District Hospital
Plantilla Item No./s:	54
Salary/Job/Pay Grade:	4
Monthly Salary:	16,833.00
Eligibility:	Professional Driver's License (CSC MC No. 10 s. 2013 - Cat. IV)
Education:	Elementary School Graduate
Training:	None Required
Work Experience:	None Required
Competency:	1. Driving and Transportation Proficiency (2) 2. Preventive Maintenance and Troubleshooting (2) 3. Generating Reports and Documentation (2) 4. Flexibility and Adaptability (2)
Posting Date:	April 16, 2026
Closing Date:	May 07, 2026

INSTRUCTIONS / REMARKS

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than May 07, 2026.

DOCUMENTS REQUIRED

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017), downloadable at www.csc.gov.ph;
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility, rating, or license;
4. Photocopy of Transcript of Records; and
5. Photocopy of certificate of relevant trainings.

APPLICATION ADDRESS

QUALIFIED APPLICANTS are advised to prepare an application letter addressed to:

ARTHUR R. DEFENSOR JR.

Governor

Iloilo Provincial Capitol, Bonifacio Drive, Iloilo City

or hand in, send through courier, or email to the:

Human Resource Management & Development Office

3rd Floor, Iloilo Provincial Capitol

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

This office highly encourages interested and qualified applicants regardless of age, school, gender, civil status, disability, religion, ethnicity, social status, income class, paternity, filiation, political affiliation, or other similar personal circumstances that run counter to the principles of merit, fitness for the job, and equal opportunity.