



DEPARTMENT OF FOREIGN AFFAIRS

Job Vacancy

Administrative Aide IV (Driver II) - Contractual

Salary Grade: 4 (Php 16,833.00)

Other Benefits/Incentives:

(Entitlement is subject to existing guidelines, rules and regulations)

- GSIS, PhilHealth, Pag-Ibig
- Monthly Personnel Economic Relief Allowance
- Mid-Year Bonus
- Year-End Bonus
- Clothing Allowance
- Cash Gift
- Leave Credits
- Terminal Leave Benefits
- Health Insurance
- Training & Wellness Programs

No. of Vacant Positions: Two (2)

Office Location: DFA Office of Consular Affairs
(OCA), Bradco Avenue cor Macapagal
Boulevard, Aseana Business Park,
Parañaque City

Minimum Qualifications:

- ❖ Elementary School Graduate;
- ❖ With Professional Driver's License.

Additional Qualifications:

- ❖ Good written and oral communication skills;
- ❖ Computer literate

General Functions of the Position:

- ❖ Provides transportation services relating to all official OCA documents and personnel;
- ❖ Renders transport service in the delivery of passports for emergency release and official documents to Consular Offices in the NCR;
- ❖ Renders transport service to OCA personnel to and from the DFA main building, court hearings, meetings at DFA main and other government agencies/offices, site visit to ePC-Lima and NCR COs, mobile passport services within Metro Manila and other official OCA trips;
- ❖ Renders transport assistance in the transmittal of consular records to PSA; and
- ❖ Accomplishes trip ticket on a daily basis.

Interested applicants are requested to submit in PDF format the following documentary requirements to hrmo.recruitment@dfa.gov.ph and write in the subject line **Application for Administrative Aide IV (Driver II) - Contractual:**

- Duly accomplished DFA application form with colored photo (https://dfa.gov.ph/images/2022/Forms/DFA_Application_Form_Revision_02.pdf)
- Updated resumé
- Proof of educational attainment (e.g. Diploma, Form 137, DepEd Certification)
- Copy of valid professional driver's license (front and back)
- Valid NBI clearance (or proof of renewal or new application)

Incomplete submission will not be accepted.

The opportunity for employment shall be open to all qualified applicants regardless of age, gender, civil status, disability, religion, ethnicity, social status, income class, paternity and filiation, political affiliation or other similar factors/personal circumstances pursuant to existing government laws, rules and regulations.

Most qualified applicants will be invited for examination and interview at the email address indicated in their application form.

Deadline of submission of application is on **14 August 2025 at 5:00 PM.**