



HUMAN RESOURCE MANAGEMENT GROUP

8/F, SSS Bldg., East Avenue, Diliman, Quezon City
Tel. Nos. (632) 8 709-7198 local 5462

MEMORANDUM

FOR : ALL OFFICIALS/EMPLOYEES

FROM : *Josefina O. Forniños*
ATTY. JOSEFINA O. FORNILOS
Senior Vice President, HRMG *OK*

DATE : 07 March 2024

RE : ADDENDUM TO THE 29 FEBRUARY 2024 ANNOUNCEMENT OF VACANCIES

We are pleased to announce additional rank and file vacancy indicated below:

Office	Position Title	JG	Monthly Salary Range*	Vacancy Code
Engineering and Facilities Management Department	Driver	6	(Step 1) 22,288.00 to (Step 8) 24,740.00	24ARF0235

* In case of hiring, Step 1/hiring rate shall apply. In case of promotion, rate of applicable step within the Job Grade shall be used based on CPCS guidelines. For more details about salaries, allowances, benefits and other entitlements, visit <https://mirror.officialgazette.gov.ph/downloads/2021/10oct/20211001-EO-150-RRD.pdf>.

Job Summary:

The Driver, Transportation and Communication Services Team, Facilities Management Section I, drives and maintains assigned service vehicle in the Main Office.

Qualification Standards:

Education	Elementary School Graduate
Experience	None required
Training	None required
Eligibility	Professional Driver's License (MC 10, s. 2013 - Cat. IV)

Kindly refer to the guidelines for the qualification requirements, submission of application and other requirements as mentioned in the 29 February 2024 announcement of vacancies.

Applications to this addendum shall automatically supersede applications filed during the initial announcement since only one (1) vacancy can be applied to for every announcement.

This vacancy shall be published in the CSC and SSS Websites, SSS EE Hub and SSS Intranet. For branch and service offices, this announcement should be printed and posted in their bulletin boards or other conspicuous places.

The complete list of all applicants shall be posted in the SSS EE Hub and SSS Intranet. Any issues/concerns regarding the list of applicants shall be communicated immediately to OPSP.

Deadline for Submission of Applications for this position : 18 March 2024