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|  | Human Resource and JG Manpower Agency Service Level Agreement | | Document Number: SLA-SS-05.01 |
| | Department: Human Resource | Effective Date: June 19, 2017 | Revision No 0 |

Agreements:

1. Hire competent and qualified drivers which include the following requirements:
 - Legal Age
 - Restrictions of Driver's License. Must have restrictions of 1,2, 3, 8.
 - Certificate of Employment (COE) from previous employer.
 - Drug Test Result
 - Barangay Clearance, NBI Clearance and Police Clearance
 - TESDA Certified
 - Sketch of Residence
2. Must conduct trainings prior deployment.
3. Must conduct trainings refresher course on Safety Driving Semi-annually.
4. Must issue a Code of Conduct to Drivers.
5. If reported with infraction or case, Agency to conduct an investigation and issue corresponding disciplinary action.
6. Must conduct salary deduction (Damages).

DDC: This Document is already Approved and Posted on Intranet.

Please refer to printed files for signatures of approvers.

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