



TERMS OF REFERENCE

UNIT ASSIGNMENT	Local Conflict Transformation-Field Implementation Support Unit
JOB TITLE / POSITION	Administrative Aide IV (Utility/Driver)
DESIGNATION (if applicable)	Driver
JOB LEVEL	Salary Grade (SG) 4– Contract of Service (Php 13, 807.00), 20% Premium (Php 2,761.80)
PLACE OF ASSIGNMENT	OPAPRU Central Office-Pasig City (under LCT-FISU Luzon-Visayas Unit)
MINIMUM QUALIFICATION	<ol style="list-style-type: none">1. Must be able to read and write2. Elementary School Graduate3. With Professional Driver's License
JOB OBJECTIVE	To efficiently and effectively provide administrative support to the LCT-FISU LV
DUTIES AND RESPONSIBILITIES	<ul style="list-style-type: none">• Operates the official service vehicle of the Unit;• Responsible for the accomplishment of the trip ticket and other required documents;• Responsible for the cleanliness and maintenance of Unit's service vehicle. In case of accident, a written report shall be submitted to the Unit Head within 24 hours, otherwise he/she shall be held liable;• Maintain the cleanliness and orderliness of the assigned Unit (LCT-FISU);• Responsible to perform daily cleaning tasks according to the schedule;• Dust, sweep, mop, vacuum, and polish floors, furniture, fixtures, and appliances;• Collect garbage and recyclables from office;• Report any damages, repairs, or maintenance needs promptly;• Store supplies and equipment safely and orderly;• Attend training sessions or workshops as required or instructed; and• Participate in team meetings or briefings as required or instructed;• Takes charge of delivering all outgoing communications/documents and the processing of papers to another unit; and Perform such other functions as may be assigned from time to time