



### TERMS OF REFERENCE

OFFICE	<b>GENERAL ADMINISTRATIVE SUPPORT SERVICE</b>
JOB TITLE / POSITION	<b>ADMINISTRATIVE AIDE IV (DRIVER II)</b>
DESIGNATION	Driver
JOB LEVEL	SG 4 (Php 18,255.00) - Contractual
PLACE OF ASSIGNMENT	OPAPRU Central Office, Pasig City
REPORTS DIRECTLY TO	OIC, Head, General Administrative Support Service
COORDINATES WITH	Motorpool Section – General Administrative Support Services and other OPAPRU Office/Service
MINIMUM QUALIFICATIONS	Education: Elementary School Graduate Work Experience: None required Training Experience: None required Eligibility: Professional Driver's License
PREFERRED QUALIFICATIONS	High School graduate or completion of relevant vocational/trade course At least one (1) year relevant working experience
KEY ROLES AND RESPONSIBILITIES	<ol style="list-style-type: none"><li>1. Provide daily transportation and mobilization for various OPAPRU Office/Service;</li><li>2. Perform and report initial assessment on the usual maintenance of the assigned vehicle to ensure its road worthiness and prevent any unfortunate incidents or accidents; and</li><li>3. Provide regular updates to the Officer-in-Charge of the General Administrative Support Services.</li><li>4. Performs other functions as may be assigned by his/her supervisor.</li></ol>