



TERMS OF REFERENCE
RPA-CPLA Peace Process Office (RCPPPO)

JOB TITLE	CHAFFEUR IV
JOB DESIGNATION	RCPPPO RPA Division Driver
JOB LEVEL	1 - Administrative, Salary Grade 8 (Php 17,505.00), Contract of Service
PLACE OF ASSIGNMENT	RCPPPO Bacolod Office
UNIT ASSIGNMENT	RPA Division, RPA-CPLA Peace Process Office (RCPPPO)
REPORTS DIRECTLY TO	Division Chief, RPA Division
JOB QUALIFICATIONS (MINIMUM)	Education: Preferably High School Graduate Work Experience: Preferably two (2) years of technical-related experience
JOB OBJECTIVES	To effectively and efficiently provide administrative assistance in the implementation of the 2019 Clarificatory Implementing Document (CID) deliverables in the Western Visayas Region
KEY RESULTS AREA	Support to the implementation of the Normalization/Transformation Program for the RPM-P/RPA/ABB
JOB RESPONSIBILITIES	1. Provide necessary administrative and logistical support to the Division Chief and Field Staff during official travels, meetings and events;