



TERMS OF REFERENCE

OFFICE	INTERNATIONAL AND PRIVATE PARTNESHIPS OFFICE
JOB TITLE / POSITION	CHAUFFEUR IV
JOB DESIGNATION (if applicable)	Driver
JOB LEVEL	SG 8 (PhP17,505.00) – Contract of Service
PLACE OF ASSIGNMENT	OPAPRU Central Office, Pasig City
REPORTS DIRECTLY TO	Director IV, IPPO
MINIMUM QUALIFICATIONS	Education: Elementary School Graduate Work Experience: None required Training Experience: None required Eligibility: Professional Driver's License
KEY ROLES AND RESPONSIBILITIES	<ol style="list-style-type: none">1. Provide transport services to the Director and staff of the IPPO;2. Checks daily the condition, cleanliness and road worthiness of the motor vehicles;3. Delivers communication of the IPPO, within and outside of the OPAPRU4. Perform administrative and clerical task; and5. Performs such other functions as may be assigned from time to time.