

Office of the President of the Philippines Office of the Presidential Adviser on Peace, Reconciliation and Unity 7th Floor, Agustin 1 Building, F. Ortigas Jr. Ortigas Center, 1605 Pasig City Tel (+632) 636-0701 Fax No: (+632) 638-2216



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
	Education: Elementary School Graduate
MINIMUM	Work Experience: None required
QUALIFICATIONS	Training Experience: None required
	Eligibility: Professional Driver's License
KEY ROLES AND RESPONSIBILITIES	 Provide transport services to the Director and staff of the IPPO; Checks daily the condition, cleanliness and road worthiness of the motor vehicles; Delivers communication of the IPPO, within and outside of the OPAPRU Perform administrative and clericak task; and Performs such other functions as may be assigned from time to time.