



TERMS OF REFERENCE

OFFICE	RPA-CPLA PEACE PROCESS OFFICE
JOB TITLE/POSITION	CHAUFFEUR IV
DESIGNATION	Driver and Utility Aide
JOB LEVEL	SG 8 (Php 17,505.00) - Contract of Service
PLACE OF ASSIGNMENT	RCPPO OPAPRU Central Office, Pasig City
REPORTS DIRECTLY TO	Director, RPA-CPLA Peace Process Office
COORDINATES WITH	Motorpool Section – General Administrative Support Services and other OPAPRU Offices/Services
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">1. Provide daily secure transportation and mobilization service for the Director of the RCPPO and any other authorized personnel from the OPAPRU as required;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;3. Assist in the delivery of documents, communication materials, and similar items outside the OPAPRU;4. Stay informed about traffic conditions, road status, security issues, and safety protocols to ensure timely and safe arrivals for meetings, events, field activities, and more;5. Support agency personnel with events, logistical arrangements, filing, photocopying, and other administrative tasks as needed;6. Render office custodial work to safeguard sanitation and maintenance; and7. Perform additional tasks as assigned by the Program Director and/or Department Head.