



Office of the President of the Philippines
Office of the Presidential Adviser on Peace, Reconciliation and Unity
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TERMS OF REFERENCE

OFFICE	Office of the Chairperson of the GPH Peace Implementing Panel for the GPH-MILF Peace Process
JOB TITLE / POSITION	ADMINISTRATIVE AIDE (AA) IV
DESIGNATION (if applicable)	Driver
JOB LEVEL	Aide, Salary Grade (SG) 4 – Contractual (PhP 15,586.00)
PLACE OF ASSIGNMENT	OPAPRU Central Office, Pasig City
MINIMUM QUALIFICATION	Elementary School Graduate
REPORTS DIRECTLY TO	Chairperson of the GPH
SUPERVISES	N/A
KEY ROLES AND RESPONSIBILITIES	<ol style="list-style-type: none">1. Provide daily transportation and mobilization for the Office of the Chairperson of the GPH2. Responsible for the usual maintenance of the assigned vehicle to ensure its roadworthiness and prevent any unfortunate incidents or accidents; and3. Perform other tasks or duties as directed by the Chairperson of the GPH