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

BAGONG PILIPINAS

TERMS OF REFERENCE

OFFICE	**RPA-CPLA PEACE PROCESS OFFICE**
JOB TITLE/POSITION	**ADMINISTRATIVE AIDE VI (DRIVER)**
DESIGNATION	Driver and Utility Aide
JOB LEVEL	SG 6 (Php 15,524.00) - 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	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;

	7. Provide regular updates to the Officer-in-Charge of the General Administrative Support Services; and
	8. Perform additional tasks as assigned by the Program Director and/or Department Head.