



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. Road, Ortigas Center, 1605 Pasig City Tel (+632) 636-0701 Fax No: (+632) 638-2216

TERMS OF REFERENCE

OFFICE	Local Conflict Transformation – Field Implementation Support Unit (LCT-FISU)
JOB TITLE / POSITION	Administrative Aide IV (Driver)
DESIGNATION (If applicable)	Driver
JOB LEVEL	Salary Grace (SG) 4 – Contract of Service
PLACE OF ASSIGNMENT	OPAPRU Central Office AMU – <i>Central Luzon</i>
MINIMUM QUALIFICATION	<ol style="list-style-type: none">1. Must be able to read and write2. Elementary School Graduate
DUTIES AND RESPONSIBILITIES	<ul style="list-style-type: none">● Operates the official service vehicle of the Unit;● Responsible for the accomplishment of the trip ticket and other required documents;● Takes charge of delivering all outgoing communications and other documents as needed;● Responsible for the cleanliness and maintenance of Unit's service vehicle. In case of accident, a written report shall be submitted to the Unit Head within 24 hours, otherwise he shall be held liable; and,● Performs other duties and responsibilities as may be assigned by the Unit Head.