



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 Area Management Unit – <i>Eastern Mindanao</i>
MINIMUM QUALIFICATION	<ol style="list-style-type: none"> 1. Must be able to read and write 2. 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.