



TERMS OF REFERENCE

OFFICE	Payapa at Masaganang Pamayanan (PAMANA) - National Program Management Office (NPMO)
JOB TITLE / POSITION	Driver II
JOB LEVEL	Driver II; Salary Grade (SG) 4 – Php 13,807.00
PLACE OF ASSIGNMENT	OPAPRU Central Office
MINIMUM QUALIFICATION	Education: Elementary School Graduate Work Experience: None required Training Experience: None required Eligibility: Professional Driver's License
JOB OBJECTIVES	To provide efficient general administrative support service in the daily operations of the PAMANA-NPMO
JOB RESPONSIBILITIES	<ul style="list-style-type: none">a) Transport personnel, goods and documents.b) Operate within assigned routes, schedules and guidelines.c) Keep vehicle clean and ready for operation;d) Maintain vehicle logs, including mileage, fuel usage, and trip details.e) Perform daily vehicle checks (e.g., fuel, tires, oil, brakes); and,f) Perform related tasks that may be assigned by the Director IV of the Unit.