



### TERMS OF REFERENCE

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| <b>OFFICE</b>                             | <b>MILF PEACE PROCESS OFFICE</b>   |
| <b>JOB TITLE / POSITION</b>               | <b>CHAUFFEUR IV</b>  |
| <b>JOB DESIGNATION</b><br>(if applicable) | Driver   |
| <b>JOB LEVEL</b>                          | SG 8 (PhP17,505.00) – Contract of Service  |
| <b>PLACE OF ASSIGNMENT</b>                | OPAPRU Central Office, Pasig City  |
| <b>REPORTS DIRECTLY TO</b>                | Director IV, MILF Peace Process Office   |
| <b>MINIMUM QUALIFICATIONS</b>             | <ol style="list-style-type: none"><li>1. Preferably High School graduate or completion of relevant vocational/trade course</li><li>2. Preferably at least one (1) year relevant working experience</li><li>3. Preferably residing in Novaliches, Quezon City</li></ol>   |
| <b>KEY ROLES AND RESPONSIBILITIES</b>     | <ol style="list-style-type: none"><li>1. Provide daily transportation and mobilization for the Director of the MILF Peace Process Office;</li><li>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;</li><li>3. Provide regular updates to the Director of the MILF Peace Process Office; and</li><li>4. Performs other functions as may be assigned by his/her supervisor.</li></ol> |