



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) 8636-0701 Fax No: (+632) 638-2216

TERMS OF REFERENCE

OFFICE	Office of the Chairperson of the GPH Peace Implementing Panel for the GPH-MILF Peace Process
JOB TITLE / POSITION	ADMINISTRATIVE AIDE IV
JOB DESIGNATION (if applicable)	Driver
JOB LEVEL	Salay Grade 4 (Php. 15,586.00) - Contractual
PLACE OF ASSIGNMENT	OPAPRU Central Office, Pasig City
REPORTS DIRECTLY TO	Chairperson of the GPH
COORDINATES WITH	
KEY ROLES AND RESPONSIBILITIES	<ol style="list-style-type: none">1. Provide daily transportation and mobilization for the Office of the Chairperson of the GPH2. Responsible for the usual maintenance of the assigned vehicle to ensure its roadworthiness and prevent any unfortunate incidents or accidents; and3. Perform other tasks or duties as directed by the Chairperson of the GPH