

Republic of the Philippines
DEPARTMENT OF AGRICULTURE
PHILIPPINE RURAL DEVELOPMENT PROJECT

Regional Project Coordination Office – XIII
Capitol Site, Butuan City
Tel. No. (085) 3424092; Fax (085) 341-2114 Email add: prdp13@yahoo.com

REQUEST FOR EXPRESSIONS OF INTEREST
Chauffeur (Driver/Mechanic)

The PRDP is a six-year (2013-2018) initiative of the government envisioned to increase farm and fishery productivity and incomes in target areas in all 16 regions of the country. The program seeks to achieve this objective by improving access of farmers and other industry players to a strategic network of infrastructure, market information and support services. Specific investments and interventions are to be implemented under four central components of the program, namely: 1) Investments for AFMP Planning at the Local and National Levels (I-PLAN); 2) Intensified Building Up of Infrastructure and Logistics for Development (I-BUILD); 3) Investments for Rural Enterprises and Agricultural and Fisheries Productivity (I-REAP); and 4) Implementation Support to PRDP (ISUPPORT).

Scope of Work

The Chauffeur (Driver.Mechanic) will be supporting the component in the delivery of specified milestone of PRDP under Administrative Unit. He will be stationed in the Regional Project Coordinating Office (RPCO) based in Butuan City. He will be directly under the supervision of the Administrative Unit Head who will likewise be reporting to the Regional Project Director of Regional Project Coordinating Office (RPCO).

Specifically, the tasks of the Chauffeur(Driver/Mechanic) will include but not limited to the following:

1. Transports the RPCO Project Director and RPCO staff to various official destinations attending to official business;
2. Monitors the status and condition of the vehicle under his responsibility and initiates necessary requests for required maintenance and repair;
3. Cleans the vehicle regularly;
4. Secures the vehicles in safe premises whenever it is not in use;
5. Submits monthly fuel consumption report for the assigned vehicle;
6. Ensures that the assigned vehicle is always running condition to accomodate official engagement of the project;
7. Facilitates minor repair works during weekends in order not to hamper the scheduled travels on weekdays;

8. Submit filled-up and signed trip tickets after each travel;
9. Maintains a record of all undertaken trips including the records of fuel consumption and materials used in the operation and maintenance of the vehicle; and,
10. Performs minor engine/electric troubleshooting.

Qualifications:

Education:

Preferably a graduate of Automotive/Diesel Mechanic or any related course;
Preferably has a National Certificate (NC II) – TESDA; and,
Has valid Professional Driver's License.

Experience:

Minimum of one (1) year of relevant experience; and,
Preferably has an experience working with Foreign Assisted Projects (FAPs).

Knowledge, Skills and Abilities:

Knowledge in safe driving principles and practices;
Familiarity of places in Mindanao is an advantage;
Knowledge and experience in administrative works; and,
Ability to work independently and with a team.

Reporting Responsibilities:

The Chauffeur(Driver/Mechanic) will be directly reporting to the RPCO Administrative Unit while ensures close coordination with the I-BUILD, I-PLAN, I-REAP Components and other units.

Only applications received on or before January 30, 2015 at 05:00pm will be considered. Shortlisted applicants will be contacted for the schedule of written examination and interview.

Please submit Application letter with 2x2 picture, Comprehensive CV, and Certificate of Previous Employment, Certified True Copy of School Transcript of Records and other credentials to the address below or email to prdp.proc13@gmail.com. Kindly indicate the position that the applicants are applying for as the subject.

EDNA M. MABEZA, Acting Director IV

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