

## TERMS OF REFERENCE

<b>JOB TITLE</b>	:	Three (3) CHAUFFEURS
<b>OFFICIAL STATION</b>	:	RPCO 10, Cagayan de Oro City
<b>Reporting Responsibility</b>	:	Shall report directly to the PRDP-RPCO 10
<b>JOB TYPE</b>	:	Consultancy
<b>NATURE OF JOB</b>	:	Office and Fieldwork
<b>MONTHLY SALARY</b>	:	Php 20,000.00/Pax

### Background:

The Government of the Philippines (GOP) has obtained a loan from the International Bank for Reconstruction and Development - World Bank (IBRD-WB), amounting to FIVE HUNDRED MILLION DOLLARS\_ (US\$500,000,000) for the purpose of financing the 'Philippine Rural Development Program (PRDP) ' to support the Government's effort to reduce poverty among the rural communities in the country.

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 (I-SUPPORT).

### Job Description

TheChauffeur(Driver/Mechanic)willbesupportingthecomponentinthedeliveryofspecified milestonesofPRDP.HewillbestationedintheRegional Project Coordinating Office - 10 (RPCO-10) basedinCagayan de Oro City.

### Duties and Responsibilities

Specifically,thetasksofthe**Chauffer(Driver/Mechanic)**willincludebutnotlimitedtothe following:

1. TransportstheRPCO CoordinatorandRPCOstafftovariousofficialdestinationsattending toofficial businesses;
2. Monitors the status and condition of the vehicle under his responsibility and initiatesnecessaryrequests for requiredmaintenanceand repair;
3. Cleansthe vehicleregularly;
4. Securesthe vehiclesinsafe premiseswhenever it is not inuse;
5. Submits monthlyfuelconsumptionreportforthe assigned vehicle;
6. Ensureshattheassignedvehicleisalwaysinrunningconditiontoaccommodateofficial engagementsof the Project;
7. Facilitatesminorrepairworks duringweekendsinordernottohamperthescheduledtravelsonweekdays;
8. Submits filled-up andsigned trip ticketsaftereach travel;
9. Maintainsarecordofallundertakentripsincludingtherecordsoffuelconsumptionand materialsused inthe operationandmaintenance ofthe vehicle;and,
10. Performsminor engine/electrictroubleshooting.

### Expected Output

- Number of times monitored the status and condition of the vehicle;
- Number of times cleaned the assigned vehicle;
- Number of monthlyfuelconsumptionreportforthe assigned vehicle submitted;
- Number of minorrepairworks duringweekendsinordernottohamperthescheduled travelsonweekdays facilitated;
- Number of filled-up andsigned trip ticketsaftereach travel submitted; and
- Number of times performed minor engine/electrictroubleshooting

**Qualifications:****Education:**

- Graduate of Automotive/Mechanic with National Certificate (NC II); and
- Has valid Professional Driver's License.

**Experience:**

- Minimum of two (2) years of relevant experience

**Knowledge, Skills, and Abilities:**

- Knowledge in safety driving practices;
- With 40 hours relevant trainings on safe driving principles and etiquette