

Republic of the Philippines
DEPARTMENT OF AGRICULTURE
Regional Field Office 6, Iloilo City
Office of the Program Director
PRDP Regional Project Coordination Office No. 6

**TERMS OF REFERENCE (TOR)
FOR DRIVER**

SCOPE OF WORK

1. Transport the Deputy Program Director, Component and Unit Heads and staff to and from place where official business will be transacted;
2. Monitor the status and condition of the vehicle under his responsibility and initiates requests for its needed maintenance and repair;
3. Regularly cleans the vehicle under his responsibility;
4. Sees to it that the vehicle under his responsibility is in safe premises, whenever if it is not in use;
5. Maintains a record of all trips made as well as the consumption of fuel and other materials used for the operation and maintenance of vehicle;
6. Assist in the delivery of outgoing PRDP documents; and
7. Performs other functions as may be directed by the Deputy Program Director and/or higher authorities.

Required Qualifications

1. At least High School Graduate
2. Professional Driver License Holder
3. Knowledgeable in vehicle maintenance and minor repair

RECOMMENDING APPROVAL

MANUEL O. OLANDAY
**RPCO 6 Deputy Project Director/
Regional Technical Director**

APPROVED:

ENGR. ROY M. ABAYA
**Acting Regional Executive Director/
PRDP Program Director, PSO-Visayas**