

TERMS OF REFERENCE
FOR THE
CHAUFFEUR (DRIVER/MECHANIC)

Unit : ADMINISTRATIVE
Job Title : CHAUFFEUR (DRIVER/MECHANIC)
Job Type : Contractual
Monthly Salary : Php 20,000.00
Official Station : Regional Project Coordination Office XI
Reporting Responsibilities : He/She will be directly reporting to the RPCO Administrative Unit Head while ensures close coordination with the I-BUILD, I-REAP & I-PLAN Components and other units.

Scope of Work

The Chauffeur (Driver/Mechanic) will be supporting the component in the delivery of specified milestones of PRDP under Administrative Unit. He will be stationed in the Regional Project Coordination Office (RPCO) XI based in DA RFO XI, F. Bangoy St., Davao City. He will be directly under the supervision of the Administrative Unit Head who will likewise be reporting to the Regional Project Coordinator of Region XI.

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

1. Transports the RPCO Coordinator and RPCO staff to various official destinations attending to official businesses;
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. Ensure that the assigned vehicle is always in running condition to accommodate official engagements of the Project;
7. Facilitate minor repair works during weekends in order not to hamper the scheduled travels on weekdays;
8. Submits 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 five (5) years of relevant experience; and,
- Preferably has an experience working with Foreign Assisted Projects (PAFs).

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.

Noted:


MARIA FEBE T. ORBE

ARD for Operations / RPCO-XI Coordinator

Approved by:


REMELYN R. RECOTER, MNSA, CESO IV

OIC-Regional Director

DA-RFO XI