



Republic of the Philippines  
**DEPARTMENT OF AGRICULTURE**  
Philippine Rural Development Project  
**Project Support Office (PSO) Visayas Cluster**  
2<sup>nd</sup> Flr. Iloilo Sports Complex, Magsaysay Village, Lapaz, Iloilo City  
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## TERMS OF REFERENCE (TOR)

FOR

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**CHAUFFEUR**

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### SCOPE OF WORK

1. Transports the Deputy Project Director, personnel and participants to and from place where official business will be transacted;
2. Monitors 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. Assists in the delivery of outgoing PRDP documents and shall assist in any support services to the Admin Unit; and
7. Performs other functions as may be directed by the Unit Head, Deputy/Project Director.

### Required Qualifications

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

### APPROVED:

**REMELYN R. RECOTER, MNSA, CESO III**  
Regional Executive Director, DA-RFO VI  
Project Director

*For and in behalf of the Project Director:*

**ENGR. JOSE ALBERT A. BARROGO**  
Deputy Project Director