



Department of Agriculture  
**PHILIPPINE RURAL DEVELOPMENT PROJECT**

**TERMS OF REFERENCE (TOR)**

**One (1) Chauffeur/Driver**  
**Regional Project Coordination Office (RPCO) 10**

<b>JOB TITLE</b>	<b>:</b>	<b>One (1) CHAUFFEUR</b>
<b>OFFICIAL STATION</b>	<b>:</b>	<b>RPCO 10, Cagayan de Oro City</b>
<b>REPORTING RESPONSIBILITY</b>	<b>:</b>	<b>PRDP RPCO 10 under the Office of the Project Director</b>
<b>NATURE OF JOB</b>	<b>:</b>	<b>Office and Fieldwork</b>
<b>MONTHLY SALARY</b>	<b>:</b>	<b>Php 24,000/pax/month</b>

**BACKGROUND**

The Government of the Philippines (GOP) has obtained a loan from the International Bank for Reconstruction and Development (IBRD or the "Bank"), specifically under Loan Agreement for IBRD Loan No. 8421-PH dated September 8, 2014 in an amount equivalent to FIVE HUNDRED ONE MILLION TWO HUNDRED FIFTY THOUSAND UNITED STATES DOLLARS (US\$501,250,000) for the purpose of part-financing the Philippine Rural Development Project (PRDP), and another loan from the same Bank in the amount of ONE HUNDRED AND SEVENTY MILLION UNITED STATES DOLLARS (\$170,000,000), under Loan Agreement for IBRD Loan No. 8816-PH dated March 2, 2018, for the purpose of providing additional financing to scale up the original Project.

The development objective of the Project is to increase rural incomes and enhance farm and fishery productivity in targeted areas in all the 16 regions of the country. It is envisaged to promote more inclusive rural development by supporting smallholders and fisher-folk to increase their marketable surpluses, and by improving access to markets. The PRDP would also support reforms in the planning, resource programming and implementation practices of the DA. It will facilitate the integration and financing of priority local investments derived from the DA's agricultural and fisheries modernization plans which have been developed using a value chain approach, and through a consultative process with local stakeholders. The Project under the original loan will be implemented over a period of six years (2014 to 2020) with another 2 year extension under the additional financing.

## **SCOPE OF THE ASSIGNMENT**

The Chauffeur/Driver shall be supporting the Components and other Units in achieving the Project Objectives and Outputs through prompt and quality delivery of specified milestones. It shall be the responsibility of the Driver/Chauffeur to ensure that PRDP officials and staff are driven safely and timely to official business/meetings, workshops, field mission and other work-related destinations and that the project vehicle under his charge is maintained and in good running condition.

## **DUTIES AND RESPONSIBILITIES**

The Chauffeur/Driver is expected to carry out the following task:

1. Transports the RPCO Project Director and RPCO staff to and from place where official businesses are transacted;
2. Monitors the status and condition of vehicles under his responsibility and initiates necessary requests for required maintenance and repairs;
3. Performs minor trouble shooting repairs on assigned vehicle even on weekends in order not to hamper the scheduled travels;
4. Cleans the vehicle under his responsibility regularly;
5. Secures the vehicle under his responsibility in safe premises, during and after the official travels;
6. Maintains a record of all trips made as well as the fuel consumption and other materials/repairs used for the operation and maintenance of the vehicle;
7. Submits the accomplished trip tickets after each travel;
8. Prepares and submits monthly report of the vehicle's fuel consumption;
9. Ensures availability of documents/supplies including vehicle insurance, registration, logs and necessary spare parts are in the assigned vehicles
10. Performs other functions as may be directed by the RPCO Project Director.

## **EXPECTED OUTPUT**

- Number of times monitored the status and condition of the vehicle
- Number of times cleaned the assigned vehicle
- Number of monthly fuel consumption reports submitted
- Number of times minor repairs are done
- Number of filled-up and signed trip tickets submitted after each travel
- Number of monthly liquidation reports submitted with attachments – fuel consumption report with receipts, monthly report of travel with signed trip tickets,

## **REQUIRED EDUCATION AND QUALIFICATION**

### **A. Education and Certification**

- Graduate of Automotive Mechanic
- Preferably With National Certificate (NC) II in Driving;
- Valid Professional Driver's License with at least #2 restriction;


### **B. Experience**

- Two (2) Years Working Experience as Driver in an Organization and/or Government.

### **B. Knowledge, Competencies and Skills**

- Knowledgeable in safe driving principles and practices as attested by at least 40 hours training on safety driving
- Knowledgeable on automotive mechanic repairs

APPROVED BY:

  
**CARLENE C. COLLADO, CPA**  
Regional Executive Director  
PRDP RPCO Project Director