

## **TERMS OF REFERENCE**

### **Hiring of One (1) Driver-Messenger**

The Biodiversity Management Bureau of the Department of Environment and Natural Resources intends to engage the services of a Driver-Messenger who will be responsible for the conveyance of officials and employees of the Bureau.

Position Description : Driver-Messenger  
Approved Salary : ₱ 16,632.00 (756/day x 22 days)

#### **Qualifications and Professional Requirements:**

1. At least High School Graduate
2. A holder of a valid Professional Driver's License
3. Knowledgeable in motor vehicle troubleshooting and maintenance.

#### **JOB DESCRIPTION/SCOPE OF WORK:**

1. Drive and convey BMB officials and employees to and from appointments, meetings, conferences, official travels/field work where official business will be transacted, including transport of supplies and equipment;
2. Conduct preventive maintenance of the assigned motor vehicle and initiates requests for its needed maintenance and repair in coordination with the designated mechanic of the Bureau and report the same to the General Services Unit (GSU) for appropriate servicing;
3. Ensure the security, cleanliness and keep the assigned motor vehicle, is properly maintained in its good working condition. In case of accident, the driver shall report immediately the General Services Unit (GSU) of the incident and shall also coordinate with proper authorities for the filing of necessary reports. Participation to the damage of the assigned motor vehicle arising from the accident, if any, shall be determined by BMB;
4. Ensure that the tools and equipment of the assigned motor vehicle, is properly secured and maintained in good working condition. Should the same be lost, the driver shall be responsible for the replacement of the tools and equipment of the same specifications, quality, and quantity;
5. Ensure the proper accomplishment and timely filing of the vehicle trip tickets;
6. Ensure the accomplishment report for the processing of payrolls;
7. Perform liaison work to various government agencies and other offices/institutions, as may be necessary;
8. Perform other tasks as may be deemed necessary and/or assigned by the immediate supervisor of higher BMB Management Authorities.

#### **Reporting Requirements:**

The Driver-Messenger will be required to report from Mondays to Fridays only except when the exigency of the service requires him to report subject to pertinent government guidelines. He will be assigned at the General Services Unit, Administrative and Finance, Office of the Director.

Applications must include:

- Letter of Intent;
- Curriculum vitae, detailing relevant experience in undertaking similar tasks;
- Names and contact details of three (3) references.

Please send applications not later than July 10, 2025 to:

**The Director**

Biodiversity Management Bureau  
Ninoy Aquino Parks and Wildlife Center  
Quezon Avenue, Diliman, Quezon City  
Telephone No. 9246031 to 34 Local 246  
Email address: [hrdu@bmb.gov.ph](mailto:hrdu@bmb.gov.ph)

Approved by:



**MARCIAL C. AMARO, JR., CESO II**  
Assistant Secretary for Biodiversity  
and concurrent Director, BMB