Republic of the Philippines

**DEPARTMENT OF AGRICULTURE**

**Philippine Rural Development Project**

Project Support Office (PSO) Visayas Cluster

 3rd Flr. Evangeline Bldg., R. Colina St., Ibabao-Estancia

Mandaue City, Cebu 6014

Tel Nos (032) 349-2824/2826

Email: psovisayas@gmail.com

**TERMS OF REFERENCE (TOR)**

**FOR**

**UTILITY WORKER**

**SCOPE OF WORK**

1. Cleans rooms, buildings and surrounding;
2. Keeps office equipment and furniture clean and orderly;
3. Collect dumps and burn garbage;
4. Open doors and various windows before office hours and closes them after office hours;
5. Hauls and transfers office furniture;
6. Fills drinking containers with water;
7. Keeps toilets and closets clean and sanitary;
8. Occasionally does messengerial, minor clerical and simple carpentry work;
9. May guard building at night;
10. May drain, scrape or clean floors of industrial plant if there’s any;
11. May perform general ground maintenance work; and
12. Performs other functions as may be directed by the Unit Head and Project/ Deputy Project Director.

**Required Qualifications and Skills**

1. At least High School Graduate
2. Knowledgeable of any Microsoft office applications is an advantage
3. With good moral character

**APPROVED:**

**REMELYN R. RECOTER, MNSA, CESO III**

Regional Executive Director, DA-RFO VI/

Project Director