



Republic of the Philippines  
**DEPARTMENT OF AGRICULTURE**  
Philippine Rural Development Project  
**Project Support Office (PSO) Visayas Cluster**  
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## **TERMS OF REFERENCE (TOR)**

**FOR**

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### **UTILITY WORKER**

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#### **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

*For and in behalf of the Project Director:*

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