



TERMS OF REFERENCE
Planning, Programming, and Resource Management

JOB TITLE / POSITION	Utility Foreman (Contract of Service)
JOB DESIGNATION (if applicable)	Administrative Aide
JOB LEVEL	Aide - Salary Grade 6 (PhP 15,524.00) - Contract of Service
PLACE OF ASSIGNMENT	OPAPRU Central Office
JOB OBJECTIVE	To provide administrative and general services in the daily operations of the unit
KEY RESULT AREAS	Administrative and General services
MINIMUM QUALIFICATION	Education: Elementary School Graduate Work Experience: None required Training Experience: None required
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none">1. Maintain cleanliness of the unit and office premises:<ol style="list-style-type: none">a. Cleaning of work stations;b. Cleaning of common areas and fixtures;c. Sanitation of rest room;d. Fixing of minor utility problems. Report utility problems for repair and/or other appropriate services;e. Requisition/Replenishment of supplies for cleaning and maintenance.2. Assist in unit meetings and activities:<ol style="list-style-type: none">a. Arrange and maintain orderliness of the venue/function;b. Serve meals;c. Reproduce materials, handouts, kits; bind documents, etc.;d. Arrange and distribute materials and documents.e. Assist in notarization of documents.3. Assist in the routing of documents. Deliver official communications and documents as needed.4. Assist in the maintenance and safekeeping of files and documents.5. Ensure security and safety protocols to avoid office hazard such as checking of unit premises before and after office hours, unplugging of electrical equipment, etc.6. Perform other pertinent tasks that may be assigned by the Director for Planning, Programming and Resource Management Service (PPRMS) and as requested by PPRMS staffs.