



Office of the President of the Philippines
Office of the Presidential Adviser on Peace, Reconciliation and Unity
 7th Floor, Agustin 1 Building, F. Ortigas Jr. Road, Ortigas Center, 1605 Pasig City Tel (+632) 8636-0701 Fax No: (+632) 638-2216

Terms of Reference for Utility Foreman

OFFICE	Office of the Executive Director for Local Conflict Transformation
JOB TITLE / POSITION	Administrative Aide IV (Utility)
JOB LEVEL	Aide - Salary Grade 4 (PhP 13,807.00) - Contract of Service
PLACE OF ASSIGNMENT	OPAPRU Central Office, Pasig City
JOB OBJECTIVE	To provide administrative and general service 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; 2. Assist in unit meeting 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. 3. Assist in the routing of documents. Deliver official communications and documents as needed. 4. Ensure security and safety protocols to avoid office hazard such as checking of unit premises before and after office hours, unplugged of electrical equipment, etc. 5. Perform other pertinent task that maybe assigned by the Executive Director for Local Conflict Transformation and as requested by staffs.