



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) 636-0701 Fax No: (+632) 638-2216

TERMS OF REFERENCE

OFFICE	Independent Decommissioning Body
JOB TITLE / POSITION	UTILITY WORKER II (Property and Supplies Management Services)
JOB LEVEL	Administrative, Salary Grade 3 – Contract of Servic (PhP 13,019.00)
PLACE OF ASSIGNMENT	IDB Headquarters, Cotabato City
MINIMUM QUALIFICATION	<ol style="list-style-type: none"> 1. At least High School Graduate additional TESDA National Certificate on cookery and/or housekeeping is a plus 2. 1 year of relevant experience (cookery, housekeeping, and any related work) 3. Willing to be deployed to sites in Mindanao that IDB is operating. 4. Must be able to read, write and speak English and other languages in Mindanao
JOB OBJECTIVE	<p>To ensure the cleanliness and orderliness of the assigned area. To maintain proper sanitation and hygiene of the IDB-HQ and Annex premises, as well as the preparation and serving of meals for international and other local staff in IDB-Annex.</p>
KEY RESULT AREAS	<ol style="list-style-type: none"> 1. Clean and sanitize IDB-HQ, Annex and SASA inside and out. 2. Cook nutritious and appetizing meals for international and other local staff 3. Set up and clear tables, wash dishes, and store food properly 4. Dispose of garbage and recyclables safely and environmentally 5. Report any damages, repairs, or maintenance needs 6. Maintain inventory of supplies and equipment 7. Comply with organizational policies and procedures, as well as local laws and regulations
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Maintain cleanliness and orderliness of IDB Facilities and at the APAs - Perform daily cleaning tasks according to the schedule; Dust, sweep, mop, vacuum, and polish floors, furniture, fixtures, and appliances; Clean and disinfect bathrooms, kitchens, and laundry facilities; Change bed linens, towels, and amenities as needed; 2. Cook breakfast, lunch, and dinner for international and other local staff according to the menu plan and ensure food safety and hygiene standards are met; Wash dishes by hand or using a dishwasher and clean kitchen counters, sinks, stoves, ovens, microwaves, and other appliances; 3. Collect garbage and recyclables from office and accommodation areas; Report any damages, repairs, or maintenance needs promptly; Store supplies and equipment safely and orderly; Attend training sessions or workshops as required or instructed; and participate in team meetings or briefings as required or instructed; 4. Perform such other functions as may be assigned from time to time.