



Republic of the Philippines  
**DEPARTMENT OF AGRICULTURE WESTERN VISAYAS**  
Parola, Fort San Pedro St., Iloilo City  
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## **TERMS OF REFERENCE FOR UTILITY WORKERS**

### **OBJECTIVES:**

1. To provide efficient janitorial services and trained utility workers who are able to deliver adequate and reliable maintenance services to the Department of Agriculture-Western Visayas (DA-WV);
2. To ensure its orderliness and sanitation including its building, facilities and grounds to support its day-to-day operations; and
3. To outsource a competent and efficient service provider to perform all cleaning task to keep the DA-WV and its environment well cleaned and maintained all the time.

### **QUALIFICATIONS OF THE SERVICE PROVIDER**

1. The Service Provider for Utility Worker (UW) should have at least three (3) years experienced in providing janitorial services;
2. Must be a duly licensed Service Provider with the Department of Labor and Employment;
3. Must be duly registered with the Social Security System (SSS) Home Mutual Development Fund (PAG-IBIG) and the Philippine Health Insurance Corporation (PhilHealth);

### **BASIC REQUIREMENTS:**

#### **Required qualifications of Utility Workers (UW)**

- a. Must be a Filipino Citizen;
- b. Must have completed atleast high school;
- c. Must have passed a Nuero and Drug Testing within two months (2) months prior to actual deployment;
- d. Not less than 20 not more than 40 years old;
- e. Must be physically and mentally fit. Medical certificate must be issued by a government physician;
- f. Must be of good moral character, courteous, alert and without any criminal record
- g. The agency must issue a certificate that the UW to be deployed have no criminal or pending criminal case based on Barangay, Police and NBI Clearance.

### **Utility Worker Prescribed Uniform (M to Thu)**

- a. T-shirt with collar
- b. With name of the service provider and company logo in front and the name of the UW at the back;
- c. Utility workers are required to wear shoes. Slippers shall not be allowed; and
- d. Pants should be presentable and decent enough not thoroughly faded nor ripped jeans shall be accepted. Wearing of short pants shall not be allowed.



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## **SCOPE OF SERVICES:**

- A. Utility Workers shall render eight (8) hours of work a day from Monday to Friday in order to perform the following instructions:

### **1. DAILY PERIODIC ROUTINE**

The daily routine services of janitorial personnel shall include:

- a. Sweeping, dusting, mopping and polishing floors of all rooms, corridors, lobbies, stairs and entrances or areas which may be specified by DA-WV;
- b. Cleaning and wiping of all office tables, glass tops, furniture and fixture, equipment, appliances, window ledges, counters, doorknobs, glass partitions and doors;
- c. Cleaning and sanitizing of comfort rooms (CRs) at least three (3) times a day, pantries, bath and kitchen sinks and removal spots or stains from floors and other surfaces;
- d. Fetching water and filling of container in the CRs when water is not available;
- e. Cleaning of driveways, parking spaces and immediate surroundings of the buildings;
- f. Proper disposal of solid waste from various parts of the area assigned to the designated trash storage of DA-WV compound;
- g. Upkeep of indoor potted plants;
- h. Maintenance of landscape including but not limited to watering plants, weeding gardens, trimming trees and shrubs, and keeping green spaces and walkways clear of debris and litter.

### **2. WEEKLY PERIODIC ROUTINE**

The weekly periodic routine services of janitorial personnel shall include:

- a. Spot scrubbing, dirt stain removal and cleaning of chairs, carpets, and rugs;
- b. Thorough cleaning, washing, and scrubbing of all rooms and CRs facilities;
- c. Cleaning and polishing on the inner surfaces of all window glasses, sun baffles, walls, counters, light diffusers, picture frames and wall hanging;
- d. Washing, scrubbing, stripping, waxing and polishing floors;
- e. Disinfecting of all bathrooms; and
- f. Any other works advised by the DA-WV in connection with the service.
- g.

### **3. MONTHLY PERIODIC ROUTINE**

The monthly routine services of janitorial personnel shall include:

- a. Dusting and removing of cobwebs from ceiling of the premises;
- b. Cleaning of ornamental plants and polishing stair railings and metal signs;
- c. General cleaning of draperies and blinds;





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#### **4. QUARTERLY PERIODIC ROUTINE**

The quarterly routine services of janitorial personnel shall include:

- a. Thorough general cleaning of all areas including windows; and
- b. Thorough shampooing of all chairs, panels, carpets, and rugs.

#### **5. MISCELLANEOUS ROUTINE AND OTHER SERVICES**

Miscellaneous services to be rendered by janitorial personnel as per request of the concerned units of the DA-WV shall include, but not limited to:

- a. Carrying, transporting, or moving of office furniture, equipment or supplies within and/or outside premises as may be assigned from time to time or during major DA-WV activities;
- b. Report any damage/leaking pipe plumbing, water and toilet facilities, electrical installations, and any damaged furniture and fixture that will need immediate repair;
- c. Errand services as required by concerned DA-WV units. In performing errand services, the janitorial personnel must fill out a Pass Slip, duly authorized by the Janitor Supervisor, which shall be submitted to the security guard on duty in order to be informed of his/her whereabouts or itinerary in case of the need to be located or contracted; and
- d. Render extra hours of service during special occasions and affairs celebrated/held by the DA-WV.

The Janitor supervisor must, on top of his/her regular duties:

1. Submit to the General Services Section (GSS) Chief a monthly manpower schedule every first Monday of the month;
2. Submit to the GSS Chief a projected monthly and quarterly scheduled of cleaning within ten (10) days from assumption of duties;
3. Evaluate and verify employee performance through a review of completed work assignments. He/She shall submit to the GSS Chief a quarterly performance evaluation of the janitorial staff;
4. Ensure compliance and implementation of DA-WV rules and regulations apart from the cleanliness and sanitation of its premises;
5. Conduct inspection of the premises to ensure clean and safe conditions and inspect equipment for cleanliness and repair;
6. Prepare a daily bathroom cleaning checklist to be attached at the back of each restroom door;
7. Ensure correctness of daily log entries of all janitorial personnel assigned at DA-WV.



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#### **OTHER REQUIREMENTS:**

- a. A sub-office shall be established within Region VI, if main office is outside the region;
- b. The Inspector of the Agency must conduct monthly routine schedule of monitoring and inspection of assigned UW. He must submit his mobile contact number to the Chief of the General Services Section of DA-WV for coordination and feedbacking;
- c. Prompt and updated remittance of the employer and employee's share of the following mandatory deductions: retirement Benefit (RA 7641), SSS Premium, PhilHealth Contribution, State Insurance Fund and PAG-IBIG Fund;
- d. The Service Provider must abide with the minimum wage due to each guard as provided by the Regional Tripartite Wages and Productivity Board;
- e. Agency is paying salaries and benefits regularly on schedule;
- f. Inform in writing the Chief of General Services every reliever, replacement and reshuffling of UW within 48 hours before deployment, subject to compliance of other terms and conditions.


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