



RELEASED JUN 06 2019

Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Cordillera Administrative Region

COURIER EMAIL FAX WALK-IN WAY BILL

By: 11:49 AM

JOB ORDER VACANCY

JOB ORDER : One (1) **UTILITY WORKER**
Compensation : SG-1 Third Tranche

QUALIFICATIONS

- Must be High School Graduate
- With at least 1 year experience as utility worker
- Preferably with carpentry, painting, electrical and plumbing skills

SCOPE OF WORK

- Reports for work on a daily basis including Saturdays, Sundays and Holidays, whenever required;
- Provides carpentry, painting, electrical and plumbing services;
- Provides utility services:
 - Cleans, sweeps, polishes/mops floors ;
 - Cleans/dusts furniture and fixtures (tables, chairs, dividers, sofa, beds);
 - Empties waste baskets and segregate garbage;
 - Cleans and sanitizes comfort rooms and ensure that water containers are filled with water and the flooring is dry;
 - Cleans walls, windows and window blinds ;
 - Arrange the hall/s for office activities/meetings;
 - Does plant gardening, weeding of unwanted grass, trimming and watering of plants ;
 - Cleans the rooftop and drainage including the garage/driveway and surroundings;
 - Drains and cleans the water tank and monitor water level;
- Does other related tasks as maybe assigned.

The position is open to all qualified applicants regardless of gender, civil status, disability, ethnicity and/or religion. Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **June 17, 2019**.

Documents

- Fully accomplished and subscribed Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Series of 2017) which can be downloaded at www.csc.gov.ph;
- Photocopy of the certificate of eligibility/rating/license;
- Photocopy of Transcript of Records, if any; and
- Photocopy of Certificates of Employment and Trainings Attended, if any.

QUALIFIED APPLICANTS are advised to hand in or send through courier their application to:

MARION L. IRINGAN
Regional Director
DILG-CAR
Barangay Center, Upper Session Road
Engineer's Hill, Baguio City

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.