



## **Administrative Aide IV (Utility Worker)**

Status: Contract of Service

Monthly Salary: Php 18,703.20 (*inclusive of 20% premium*)

Item Number: COS-ADA4-108

Division: General Services Division

### **Qualifications:**

Education: High School Graduate  
Experience: None required  
Training: None required  
Eligibility: None required

### **Duties and Responsibilities:**

- 1) Maintain cleanliness in common areas such as the comfort rooms and pantry.
- 2) Sweep, mop with disinfectant cleaners, spot scrub, and polish all floors of the office.
- 3) Dust, wipe and polish accessible surfaces such as handrails, brass signs and trims, desks, chairs, tables, and other office furniture and equipment.
- 4) Spot-clean marks next to light switches, doors and door frames, glass panels/windows/doors.
- 5) Pick up trash, empty all wastes receptacles, and reline receptacles.
- 6) Segregate and dispose of waste properly every shift.
- 7) Perform other duties as may be required/assigned from time to time concerning janitorial works and as may be requested during special affairs or in case of emergencies.



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