

ANNEX A: "SCOPE OF WORK"

NUMBER OF POSITIONS	POSITION TITLE	DUTIES AND RESPONSIBILITIES	QUALIFICATIONS
5	Administrative Aide III (Office Clerk) to be assigned in the following offices: 1 for CID 1 for SSD 1 for HR 1 for Dorm (female) 1 for PMO	<ul style="list-style-type: none"> ➤ Logs incoming and outgoing correspondence and maintains an orderly and updated filing system; ➤ Assists in various clerical work and provides logistical support for meeting and activities ➤ Entertains queries from various office and individuals ➤ Performs clerical work and provides logistical support in the activities of CMC; ➤ Drafts/encodes correspondence, reports; ➤ Collects, sorts, organizes and presents communication/ data for projects / studies; ➤ Maintains records, reports and other pertinent documents; ➤ Performs other duties that may assigned by Immediate Supervisor 	<ul style="list-style-type: none"> ➤ ➤ ➤ Education: Completion of Two (2) years in College Experience: 1 year experience Training: None Required
1	Administrative Aide III (CLERK) 1 for COA Office	<ul style="list-style-type: none"> ➤ Receiving, Recording and Releasing of Documents ➤ Filing and Organizing ➤ Monitoring of Report Submission ➤ Liason ➤ Photocopy/ Fax Documents ➤ Answering Phone calls/Inquiries ➤ Assist in the Inspection of Supplies and Materials ➤ Perform other duties assigned by the ➤ Audit Team from time to time 	<ul style="list-style-type: none"> ➤ ➤ Education: Completion of Two (2) years in College Experience: 1 year experience Training: None required
5	Utility Worker to be assigned in the following areas: 1-Admin/SLRC/ Students' Kiosk	<ul style="list-style-type: none"> ➤ Clean and supply designated building areas (dusting, sweeping, vacuuming, mopping, restroom cleaning, disinfection of surface, etc) ➤ Perform and document routine inspection and maintenance 	<ul style="list-style-type: none"> ➤ Education: At least high school graduate or its equivalent Experience: At least 2 years relevant

	1-ACA I/Storage Building 1-ACA II & III 1-SRF/GYM/Dorm III & Function Hall 1-Dorm 1 & 2	<ul style="list-style-type: none"> activities ➤ Notify management of occurring deficiencies or needs for repairs ➤ Make adjustments and minor repairs ➤ Cooperate with the rest of the staff ➤ Performs other duties that may be assigned by GSU Head 	<ul style="list-style-type: none"> experience ➤ Training: none
2	Skilled Worker Assistant	<ul style="list-style-type: none"> ➤ Assists skilled worker (Plumber/Mason/Carpenter) in the conduct of regular preventive and corrective maintenance ➤ Does other related works and or duties assigned by GSU Head 	<ul style="list-style-type: none"> ➤ Education: at least elementary graduate ➤ Experience: none ➤ Training: None
1	Gardener	<ul style="list-style-type: none"> ➤ Maintains the beauty of plants, outdoor grounds, and trees in the garden ➤ Trim plant material that become a hazard (blocking driver's vision, pedestrian, pathways, etc) ➤ Remove weeds from planters ➤ Remove and dispose of trash and debris from planters and parking lots ➤ Remove cobwebs and debris from building structures and signs ➤ Clean patios, benches and outdoor furniture by spray washing ➤ Does other functions related and or assigned by GSU Head 	<ul style="list-style-type: none"> ➤ ➤ Education: At least High School level or its equivalent ➤ Experience: At least 1 year in handling plants ➤ Training: none
1	Ground Maintenance (Grass Cutter)	<ul style="list-style-type: none"> ➤ Cutting of grasses inside the campus ➤ Trim plants and trees around the perimeter fence and all hazardous tree branch ➤ Maintains cleanliness of grounds ➤ Remove and dispose of trash and debris in grounds ➤ Does other related work and/or assigned by GSU Head 	<ul style="list-style-type: none"> ➤ Education: At least High School level or its equivalent ➤ Experience: none ➤ Training: none
1	Electrician	<ul style="list-style-type: none"> ➤ Conducts regular preventive 	<ul style="list-style-type: none"> ➤ Education: High

		<p>maintenance of school buildings and facilities</p> <ul style="list-style-type: none"> ➤ Assembles, installs, test and maintains electrical wiring, equipment, appliances, apparatus & fixtures using hand tool and power tools; ➤ Diagnose malfunctioning systems, apparatus and components using test equipment and hand tools to locate the cause of a breakdown and connect the problem; ➤ Connects wires to circuit breakers, transformers of other components; ➤ Inspects electrical systems, equipment and components to identify hazards, defects and the need for adjustment or repair and to ensure compliance with codes; ➤ Conduct preventive maintenance for buildings and equipment ➤ Advises management on whether continued operation of equipment could be hazardous. ➤ Performs other task assigned by GSU Head 	<p>school graduate or completion of relevant vocational/trade course</p> <ul style="list-style-type: none"> ➤ Experience: 1 year relevant experience ➤ Training: None Required ➤ Eligibility: With NC II Electrical Wiring
1	Plumber	<ul style="list-style-type: none"> ➤ Conducts regular preventive maintenance of school buildings and facilities ➤ Installs pipes and fixtures such as sinks and toilets; ➤ Installs support for pipes, equipment and fixtures prior to installations; ➤ Assembles fitting and valves for installation; ➤ Modifies length of pipes, fixtures and other plumbing materials as needed for a building; ➤ Uses saws and pipe cutters as necessary ➤ Analysis problem & identifies appropriate tools & materials 	<ul style="list-style-type: none"> ➤ Education: High school graduate or completion of relevant vocational/trade course ➤ Experience: 1 year relevant experience ➤ Training: None required ➤ Eligibility: With NC II in Plumbing or Pipe-fitting

		for repair; ➤ Follows health and safety standards and complies with building codes.	
1	Carpenter/ Mason (Wood/Concrete /Metal Works)	➤ Conduct regular preventive maintenance of school buildings and facilities ➤ Repairs and maintains buildings; ➤ Installs and repairs tiled or apprentice; ➤ floors and/or walls; ➤ Plasters ceilings and/or walls; ➤ Estimates masonry jobs; ➤ Does carpentry work incidental to masonry work; ➤ Assigns work to a helper or apprentice; ➤ Picks up requisitioned tools and materials; ➤ Installs structures and fixtures such as windows and molding; ➤ Measure, cut or shape wood, plastic and other materials; ➤ Construct building frameworks including walls, floors and doorframes; ➤ Inspect and replace damaged framework or other structures and fixtures. ➤ Other works assigned by GSU Head	➤ ➤ Education: High school graduate or completion of relevant vocational/trade course ➤ Experience: 1 year relevant experience ➤ Training: None required Eligibility: With NC II in Masonry or Carpentry