



Project : **Hiring of Regional Hub Personnel**
Title of Project Staff : **Utility Worker cum Driver (SG 3)**
Approved Budget for the Contract (ABC) : **Php 52,357.20**
Duration : **September 15 to December 31, 2020**

A. SCOPE OF WORK

The Warehouse Supervisor/Pharmacist and Regional Supply Officer shall directly supervise the Utility Worker cum Driver with guidance from the Office of the Regional Director (ORD).

Utility Worker:

On Receiving of Commodities from DOH and Suppliers:

- Assists in the unloading, sorting, conveying and stacking of received commodities following Good Storage Practices (GSP);
 - ✓ Follow the Manufacturer's or supplier's direction regarding stacking;
 - ✓ Stack cartons on pallets at least 10cm (4 inches) off the floor with no more than 2.5 meters (8 feet) high;
 - ✓ Stack of cartons per pallet shall fit in to the standard height of rack beams;
 - ✓ Ensure that there is no reversed stacking of cartons per pallet;
 - ✓ Place cling wrap/plastic wrap on top of the stack to maintain stability during storage and transport.

Put-Away of Commodities:

- Ensure proper stacking of commodities to pallets, facilitates transfer of stacked commodities to its assigned storage space based on the Location Map made by the Logistics Mgt. Officer/FPLC; following proper techniques and ensure presence of Bin Card per and/or pallet/position Product Identification Label;
 - ✓ Counter check commodities are fit to be stored in a designated area practicing the principle of FEFO (for products with expiration) and FIFO (for products without expiration).
 - ✓ Transfer commodities in its assigned area after counter checking in close coordination with the Warehouse Supervisor and Logistics Mgt. Officer/FPLC.

Storage and Warehousing:

- Perform tasks and functions in maintaining orderliness inside the warehouse;
- Ensure that products are consistently stacked as performed as stated in the put-away process;
- Warehouse keeping:
 - ❖ **Sanitation**
 - ✓ Keep all cleaning materials available at all times
 - ✓ Sweep and scrub the floors of the warehouse regularly
 - ✓ Wipe down shelves and products to remove dust and dirt;
 - ✓ Clean bins and shelves;
 - ✓ Request rodent traps if necessary.
 - ❖ **Protection from Pest**
 - ✓ Ensure compliance to pest control policy;
 - ✓ Ensure easy access on contact details of supplier on pest control in case of urgent and for regular scheduling.
 - ❖ **Waste Management**
 - ✓ Store garbage in covered receptacles and dispose garbage often in a manner that avoids attracting pests;
 - ✓ Practice the principle of waste segregation.

Pick and Pack:

- Pick items based on the pick list, place items in designated areas for packing and assemble items per facility.
 - ✓ Place product in the designated area;
 - ✓ Assemble FP commodities/materials per facility/Regions/destination according to the pick list.





Dispatch:

- Assist in handling over the items to the 3PL/recipients and endorse gate pass;
- Assist the Warehouse Supervisor/LMO/FPLC in updating the stock cards.

Driver (if there are no on-going Warehouse activities):

- Transport various POPCOM Personnel during officials trips safely and defensively;
- Maintains and conducts proper maintenance, care and cleansing of assigned vehicle and tools before and after trips;
- Undertakes/assists in minor mechanical trouble shooting;
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- Monitors vehicle condition by coordinating with the assigned Motor pool Mechanic for regular:
 - ✓ Engine tune-up
 - ✓ Change of engine oil
 - ✓ Check-up of vehicles electrical system
 - ✓ Checks wheels' alignment and balance

Other Tasks (prepare and submit):

- Accomplishment Report and Daily Time Record;
- Report on vehicle accidents/damage (if any);
- Reports on vehicle requirements/conditions that need repair and actions, e.g. registrations, insurance of vehicle/s, etc;
- Render overtime work when services are required;
- Maybe allowed to travel outside the Region to transport POPCOM Personnel and Guests to do official duties;
- Performs other relevant functions that may be assigned the Management.

B. QUALIFICATIONS

- At least high school graduate or completion of relevant vocation/trade course;
- With at least one-year relevant experience;
- Knowledgeable on trouble shooting and defensive driving;
- With driver's License (NIC II Series 1996, CAT II);
- With Certificate on Operation of Electronic Forklift, is an advantage;
- Preferably with basic knowledge on warehouse operation;
- Flexible, resourceful, organized and with excellent time management skills;
- Can work with minimum supervision.

C. TERMS OF PAYMENT

The Utility **Worker cum Driver** shall be paid with the salary equivalent to Salary Grade 3 (P12,466.00) per month with additional 20% premium, inclusive of application tax, within the duration of the contract of service. Other relevant expenses such as transportation, communication, and accommodation, among others shall be provided by the Project as needed.

Approved by:



EDWIN MATEO P. QUIRANO
Regional Director

