

DEPARTMENT OF SCIENCE AND TECHNOLOGY  
Regional Office No. I  
FINANCE AND ADMINISTRATIVE SERVICES  
Human Resources Development

REQUISITION FOR EMPLOYEE

POSITION TITLE: <u>Utility Watchman</u>	
Division: <u>Field Operation</u>	Section: <u>PSTC-1H</u> Lab/Shop/Unit/Group: _____
C.Y. 200 <u>22</u> Item No.: _____	Level: _____ Rate: ₱ <u>15,020</u> /mo. ₱ _____ /yr.
NATURE OF POSITION: New: _____ Replacement: <input checked="" type="checkbox"/> Person to be Replaced: _____	
NATURE OF EMPLOYMENT: Permanent: _____ Temporary: _____ Contractual: <input checked="" type="checkbox"/> Name of Project: _____ No. of Months Needed: _____ Name of Project: _____ No. of Months Needed: _____	
EARLIEST STARTING DATE: <u>July 01, 2022</u>	SEX: Male _____ Female _____ Either _____
DUTIES AND RESPONSIBILITIES (State briefly): <u>see attached</u>	
JUSTIFICATION FOR HIRING EMPLOYEE: <u>replacement of JR I. LANZAROTE</u>	
EDUCATIONAL BACKGROUND: _____	
EXPERIENCE/TRAINING: <u>NA</u>	
TEST TO BE ADMINISTERED: _____	
APPLICANTS TO BE REFERRED TO: _____ _____ _____ for _____ _____ for _____ _____ for _____	
REQUISITIONED BY: <u>BENJAMIN S. MERCADO JR.</u>	ENDORSED BY: <u>MR. DEPTALDO LIBUNAO</u> Division Chief/PSTD/CM
APPROVED BY: <u>DR. ARMANDO R. GANAL</u> REGIONAL DIR. FOR	REMARKS: _____
Approved RFE received by: _____ HRM Officer	REMARKS (HRRMS): _____ RFE #: _____





#### DUTIES AND RESPONSIBILITIES (Utility Watchman)

- a. Maintain the security of the building, properties, and premises of the DOST-Provincial Science and Technology Center for Ilocos Norte.
  - a.1. Conduct patrolling activities within the PSTC-IN building, grounds/premises and the garage/stock room in order to detect any obvious or subtle signs of mischief or even intrusion attempts;
  - a.2. Check, inspect and safeguard the PSTC-IN properties and supplies;
  - a.3. Checks windows, doors, fences, and entrances to PSTC-IN building to make certain they are secured;
  - a.4. Deters admittance or entrance of unauthorized persons to the premises;
  - a.5. Investigates unusual conditions or disturbances within PSTC-IN premises and surroundings and report them to the Provincial Director and/or immediate supervisor;
  - a.6. Prevents damage to property;
- b. Maintain the cleanliness and orderliness of the building, properties, office holdings, vehicles, and premises of the DOST-Provincial Science and Technology Center for Ilocos Norte.
  - b.1. Undertake the responsibility of cleaning the assigned working areas (offices), lobby, conference room, library, toilets, doorways, kitchen, appliances, garage/stock room, office equipment, and vehicle of the PSTC-IN;
  - b.2. Ensures the highest standard of sanitation and cleanliness of the assigned working areas (offices), lobby, conference room, library, toilets, doorways, kitchen, appliances, garage/stock room, office equipment, windows, doors, fences, entrances, and vehicle of the PSTC-IN;
  - b.3. Clean according to schedule and as necessity arises, all the mentioned items in b.1 and b.2 of this agreement;
- c. Perform other tasks as maybe assigned by the PSTC-Ilocos Norte Provincial Director and/or higher authority from time to time.
  - c.1. Provide direction to those who are entering the premises (to include the following):
    - c.1.1 Provide information, direction, and shepherding to individuals seeking assistance of the PSTC-IN;
    - c.1.2. Provide over the phone instructions and take messages, especially during non-business hours.
  - c.2. Perform other tasks as maybe assigned from time to time and as necessity arises;