



Republic of the Philippines
PHILIPPINE SCIENCE HIGH SCHOOL MAIN CAMPUS
Finance and Administrative Division
Agham Road, Diliman
1104 Quezon City



JOB DESCRIPTIONS:

Administrative Assistant #1 (to be stationed at the maintenance workshop office)

- Maintains and upkeep the maintenance workshop office
- Receives and encodes Work Request forms
- Encodes and updates daily the scheduled maintenance works through Gbant chart
- Keeps record of the inventory of materials at hand
- Receives and delivers office correspondence and reports
- Receives and initially reviews the completeness of the billings of the security & janitorial service providers
- Prepares accomplishment reports (attachment to payrolls and quarterly accomplishment reports)
- Performs other official duties as may be required.

Administrative Assistant #2 (to be stationed at the new admin. building)

- Assists in the preparation of ISO related documents
- Receives and encodes the service reports of the outsourced maintenance service providers
- Receives and keeps the monthly reports submitted by the security guards pertaining to the preventive maintenance of the CCTC camera system and fire extinguisher inspection reports
- Receives the filled cleaning checklist forms submitted by the janitorial personnel
- Updates the preventive maintenance checklist online
- Issues and gathers the quarterly performance evaluations of the janitorial, security and maintenance personnel
- Performs other official duties as may be required.

Plumber/ Plumbing Assistant

- Assists the in-house plumber in the daily inspection of the plumbing fixtures of all PSHS-MC buildings
- Assists the in-house plumber in the performance of immediate plumbing repair works and replacement of plumbing fixtures
- Performs other official duties as may be required.

Finishing Carpenter

- Performs carpentry repair works
- Performs carpentry fabrications
- Performs other official duties as may be required.

Welder

- Performs welding works particularly the repair of steel casement windows at the dormitory buildings
- Performs steel fabrication works
- Performs other official duties as may be required.