



NATIONAL FOOD AUTHORITY

Administrative and General Services Department

Visayas Avenue, Barangay VASRA, Diliman, Quezon City 1128

www.nfa.gov.ph

31 March 2023

MEMORANDUM

AGSD-GSD-2023-C- 37

**TO / FOR : Central Office Departments / Offices
Regional Offices
Branch Offices**

**SUBJECT : INVITING APPLICANTS FOR C.O. BUILDING MAINTENANCE
TEAM**

May we ask your assistance in finding applicants for the positions of the Central Office Building Maintenance Team composed of the following:

- 1 Engineer (preferably Mechanical Engineer or Electrical Engineer);
- 4 Electricians;
- 1 Carpenter; and
- 1 Plumber

Attached is the list of their duties and responsibilities and corresponding compensation.

Thank you.


ATTY. ANNA KARINA A. CORONEL
Department Manager



Building Maintenance Team

Position	Duties and Responsibilities	Proposed Salary
<p>1. Building Maintenance Supervisor <i>(Engineer)</i></p>	<p>1. In charge of the over-all maintenance of the building</p> <p>2. Observe the Preventive Maintenance Schedule (PMS) of all facilities:</p> <ul style="list-style-type: none"> a. Elevator b. Generator c. STP d. Water Refilling Station e. Aircon f. Water Pump <p>*Coordinate with respective Suppliers of these facilities</p> <p>3. Supervise the activities of the other Building Maintenance Personnel (attendance and work accomplishment).</p> <p>4. Prepares Daily, Monthly Report</p> <ul style="list-style-type: none"> 1. Repair Activities 2. Inspection Conducted 3. Repair/Maintenance Cost 4. Water/Electricity Consumption <ul style="list-style-type: none"> a. Preparation of vouchers for payment b. Billing (Tenants) for the use of utilities <p>5. Prepares request for the purchase of fast moving consumable materials (ceiling boards, paint for retouching, door hinges, door closer, door stopper and door knobs).</p>	<p>P48,000.00/month</p>

	<p>6. Implements guidelines on the use of the building facilities.</p> <p>7. Coordinates with Janitorial Services regarding building and grounds cleaning and sanitation activities.</p> <p>8. Maintains copy of the Building as Built Plans, Manuals and secures all duplicate keys.</p>	
2. Electrician (for Powerhouse and Standby Generator)	<p>1. Operates and maintains the Powerhouse and Standby Generator.</p> <p>2. Conducts inspection of all electrical installations.</p> <p>3. Performs repair / replacement of defective electrical installations and fixtures.</p> <p>4. Performs other functions as may be required by the Building Maintenance Supervisor.</p> <p>5. Prepares daily Inspection and Monitoring Report.</p>	P17,670/month
3. Electrician 1 (For Sewage Treatment Plant)	<p>1. Operates and monitors the daily performance of the Sewage Treatment Plant (STP).</p> <p>2. Recommends for the replacement of consumables of the Sewage Treatment Plant (STP).</p> <p>3. Ensures the cleanliness and sanitation within the Sewage Treatment Plant.</p> <p>4. Prepares daily monitoring report for the Sewage Treatment Plant (STP).</p> <p>5. Performs other functions as may be assigned by the Building Maintenance Supervisor.</p>	P17,670.00/month
4. Electrician (For indoor and outdoor aircon units)	<p>1. Conducts daily inspection / monitoring of all indoor and outdoor aircon units.</p> <p>2. Ensures that all aircon units are</p>	P17,670.00/month

	<p>switched off in areas where there are no official activities.</p> <p>3. Ensures that Periodic Maintenance Schedule (PMS) for all Aircon Units is observed.</p> <p>4. Performs minor repair on any defective unit but major repairs should be done by contracted service provider.</p> <p>5. Performs other functions as may be assigned by the Building Maintenance Supervisor.</p> <p>6. Prepares daily Inspection Monitoring Report.</p>	
5. Electrician 2 (For Sewage Treatment Plant)	<p>1. Operates and monitors the daily performance of the Sewage Treatment Plant (STP).</p> <p>2. Recommends for the replacement of consumables of the Sewage Treatment Plant (STP).</p> <p>3. Ensures the cleanliness and sanitation within the Sewage Treatment Plant.</p> <p>4. Prepares daily monitoring report for the Sewage Treatment Plant (STP).</p> <p>5. Performs other functions as may be assigned by the Building Maintenance Supervisor.</p>	P17,670.00/month
6. All Around Carpenter	<p>1. Conducts inspection on all carpentry works, ceiling boards, tiles and wall finishing.</p> <p>2. Repairs / replaces defective door knobs door closer, ceiling boards, tiles, door handles and windows.</p> <p>3. Repaints chafed / scratched and dented wall finishes.</p> <p>4. Performs other functions as may be assigned by the Building Maintenance Supervisor.</p>	P17,670.00/month

	5. Prepares daily Inspection Monitoring Report.	
7. Plumber	<ol style="list-style-type: none"> 1. Conducts daily inspection on all comfort rooms and plumbing system. 2. Ensures that all comfort room fixtures are operational. 3. Repairs / replaces all defective plumbing fixtures and leakages. 4. Ensures uninterrupted water supply to all comfort rooms. 5. Performs other functions as may be assigned by the Building Maintenance Supervisor. 6. Prepares daily Inspection Monitoring Report. 	P17,670.00/month