Annex A

List of Positions with Individual Job Descriptions and Task List

No.	POSITION		JOB DESCRIPTION / TASK LIST
1	Building Electrician A SG-8	1 2 3 4	Maintains/repairs port lighting system at the port area. Maintains/repairs electrical lighting system at the Passenger Terminal Bldg.,Transit Shed, Vessels Crew Bldg. & covered walkway. Maintains lights, air conditioning system and other electrical fixtures of the PMO Administrative Bldg., PPD Bldg., TOO/GAD Center, Port Operations Bldg., FCMD Bldg./Staff House, Port Manager's Quarter, Old PMs Quarter, Halfway House, Terminal Management Offices of Mati and Babak, Vessels Crew Bldg. & PTB. Performs other related duties as may be assigned.
1	Plant Mechanic C SG-8	1 2 3 4 5	Undertakes repair and maintenance of power plant equipment and accessories. Tends and operates power plant equipment. Maintains logbook of repair jobs and maintenance activity relative to power plant equipment and its accessories. Coordinates with the Building Electrician in the operation, repair and maintenance of port electrical system. Performs other related duties as maybe assigned.
3	Driver/Mechanic B SG-7	1 2 3 4 5 6 7	Prepares trip tickets, drive PPA service vehicles, provides transportation needs of the employees, important personages, and other authorized individuals. Maintains daily the good appearance of the vehicle, cleans body and tires; check tires, oil, water, gasoline, and other important items, inspects engine to insure proper operation, reports to superior or mechanic any defects noticed, may do troubleshooting work when necessary. Watches/guards vehicle while same is parked. Assists unloading/loading packages, equipment, materials, and other heavy items to/from the vehicle, and does other related tasks. Assists in the registration and insurance of the vehicle assigned to him. Prepares and submits promptly monthly reports pertaining to the vehicle assigned to him. Performs other related duties as may be assigned.

5	Utility Worker A SG-3 (R & M Engineering)	1	Undertakes routine maintenance in the whole port area to include: a) complement the dump truck in gathering garbage, b) cutting of grasses, c) gardening and plant greenery maintenance, d) repainting of berth/traffic markings, light towers, mooring sides, fender piles & other port structures, e) ground sweeping, garbage collection and general upkeep of port area, f) road and open storage maintenance.
		2	Assists in the emergency repair and rehabilitation of port facilities.
		3	Assists in the implementation of minor construction/ improvement of port facilities.
		4	Assists in the routine hydrographic and land survey.
		5	Assists in underdeck investigation surveys.
		6	Performs janitorial function at the Port Operations Bldg. and maintenance of landscaping.
		7	Performs other engineering related works assigned from time to time.
3	Utility Worker A SG 3 (Administrative Support)	1	Maintains cleanliness of the Multi-Purpose Hall/Training Center and Dormitory including pantry.
		2	Assists during conduct of training.
		3	Sweeping, mopping and spot scrubbing of the floors, stairways and alleys.
		4	Dusting, damp wiping and cleaning of furniture, window ledges, venetian blinds and partitions which require daily cleaning.
		5	Emptying waste paper containers. Cleaning, disinfecting, sanitizing and deodorizing of all washrooms to include toilet bowls, urinals and lavatories.
		6	Mopping of public corridors and lobby floors from time to time and especially during noon breaks.
		7	Sweeping the frontage of office buildings.
		8	Cleaning driveways, parking spaces and immediate surroundings of the building.
		9	Landscaping and ground maintenance.
		10	Does messengerial duties as long as such services do not interfere and disrupt the main duties of cleaning and doing maintenance sanitation services for the company's office.
		11	Performs other janitorial works that may be assigned from time to time
15	Data Encoder SG-7	1	Encodes domestic vessels/inbound cargoes based on actual manifests submitted by shipping companies and Bill of Lading and Cargo Handling Operator Delivery Receipt and Service Invoice.
		2	Encodes domestic vessels/outbound cargoes based on actual Bill of Lading and Service Invoice submitted by shipping companies.

		3	Encodes foreign vessels/import cargoes based on the manifests submitted by the shipping companies.
		4	Encodes foreign vessels/export cargoes based on Export Declaration and Bill of Lading presented by the shipping agent or exporter.
		5	Encodes/issues port operations invoice for domestic and foreign cargoes for private ports transactions.
		6	Encodes actual arrivals and departures of vessels to and from the private ports.
		7	Encodes into the NCP templates per private port facility all port operations invoices issued.
		8	Encodes Report/Abstract of Collection and Journal Voucher details to worksheet.
		9	Encodes Official Receipts and JVs to BIR Relief System.
		10	Encodes customers deposit per OR to worksheet.
		11	Encodes zero-rated sales details to worksheet.
		12	Encodes computation sheet on a per account and per shipping company basis.
		13	Updates/maintains customers deposit ledger cards.
		14	Updates/maintains customers account receivable ledger cards.
		15	Updates/maintains individual personal travel index card.
		16	Receives cargo handling operations gross income reports with attachments from CHO's representative.
		17	Prepares monthly reports for submission to BIR/HO/COA/customers: Summary List of Sales, Schedule of Zero-Rated Sales, Schedule of Analysis of Vatable Revenue and Receipts from
			Vatable Revenue, Schedule of Guaranty Deposits, Summary of Gross Income Report of CHOs, Aging of Accounts Receivable-Trade, Schedule of Deposit Liquidation, Statement of Accounts and Summary List of Purchases.
		18	Records invoice details to individual ledger card after receipt from PSD.
		19	Records PS and MOOE transactions to subsidiary ledgers.
		20	Records & routes outgoing documents as required.
		21	Verifies collection and records OR details to individual ledger card.
		22	Prepares adjusting journal entries and corresponding Journal Vouchers.
		23	Prepares updated list of company accredited checks semi-annually.
		24	Evaluates required documents re: request for check accreditation and prepares letter reply.
		25	Facilitates retrieval and reproduction of documents as required by the CFSC and/or Finance staff.
		26	Collates finance documents for submission to OPRs

			and/or for file.
		27	Receives port operations invoices from TOO.
		28	Segregates computation sheets on a per page basis.
		29	Segregates documents and preparation of itemized transmittal according to invoice number on a per vessel basis.
		30	Prepares transmittal in the acknowledgement logbook of invoice issued for domestic vessels per vessel per voyage per shipping line.
		31	Turns over responsibilities/documents/instructions to the next shift.
		32	Carries out other related functions as assigned by the CFSC and/or subordinate officers.
2	Clerk Processor A SG-8	1	Maintains a systematic recording and filing of records and other communications and documents.
		2	Takes minutes of meeting for reference and records purposes.
		3	Does routine computations, prepares routine office correspondence, endorsements and the like.
		4	Types memos, letters, reports and forms.
		5	Performs typing works related to the accomplishment of various projects/activities within the division where he/she is assigned.
		6	Handles incoming/outgoing communications.
		7	Answers/makes phone calls for his/her supervisor.
		8	Performs other duties which may be assigned from time to time.
8	Janitors SG-3	1	Sweeping, mopping and spot scrubbing of the floors, stairways and alleys.
		2	Dusting, damp wiping and cleaning of furniture, window ledges, venetian blinds and partitions which require daily cleaning.
		3	Emptying and cleaning of ashtrays, sand urns and waste paper containers.
		4	Cleaning, disinfecting, sanitizing and deodorizing of all washrooms to include toilet bowls, urinals and lavatories.
		5	Mopping of public corridors and lobby floors from time to time and especially during noon breaks.
		6	Sweeping the frontage of office buildings.
		7	Cleaning driveways, parking spaces and immediate surroundings of the building.
		8	Landscaping and ground maintenance.
		9	Does messengerial duties as long as such services do not interfere and disrupt the main duties of cleaning and doing maintenance sanitation services for the company's office.
		10	Performs other janitorial works that may be assigned from time to time.
1	Training Assistant SG-8	1	Prepares training materials such as training kits/manuals, hand notes for participants,

			questionnaires and other supporting materials.
		2	Schedules training sessions and send notification to participants.
		3	Coordinates the preparation and physical arrangement of the training hall, ensure readiness of training rooms and availability of all necessary equipment and catering arrangements as well.
		4	Informs participants or employees about training demands and other important aspects.
		5	Participates at training sessions and also fill in for the training-in-charge when he is unable to attend.
		6	Assists in the AM/PM attendance check of participants.
		7	Prepares Certificates of Attendance of training staff, resource speakers and participants coming from the out ports/TMOs.
		8	Prepares and distributes training certificates for those who attended the class.
		9	Performs other duties that may be assigned from time to time.
1	Sr. Mgmt. Information System Analyst SG-16	1	Configures system and network environment and equipment.
		2	Assists the IT Administrator in implementing policies and procedures on systems and network administration and security.
		3	Generates reports as required by Management.

		4	Prioritizes monitoring network performance and troubleshooting systems and network problems and determines the cause of system slow down/offline.
		5	Assists where necessary the IT Administrator in resolving difficult interoperability problems to obtain operation across all platforms.
		6	Provides technical assistance/support in the acquisition of hardware and software.
		7	Coordinates with field offices on reported network problems and ensures that issues are resolved.
		8	Provides technical assistance/support in the deployment of application programs specifically requiring network configuration/set-up.
		9	Provides data for the periodic review of network resources.
		10	Keeps communication lines open with frontline personnel on the status of the computerized system.
		11	Maintains a daily activity log to record actions taken in case of server outages/slowdown to include other routine functions inherent to the designation duly noted by the Acting Administrative Officer IV at the end of the day.
		12	Submits an Incident Report in case critical issues and problems are encountered together with their

			recommendations.
		13	Post notices/advisories in the frontline offices to keep customers informed in case of delays in restoring the system back to normal operation.
		14	Performs other related tasks.
1	Draftsman III SG-11	1	Prepares working drawings of proposed projects.
		2	Prepares schematic designs of structures and facilities.
		3	Prepares development plans, prospective and other pictorial diagrams for the projects.
		4	Makes models, miniatures, relief maps, illustrations and other pictorial diagrams.
		5	Reproduces plans by tracing.
		6	Performs lettering works, makes briefing charts, posters, tarpaulin designs, etc.
		7	Performs other related tasks.
1	Engineering Assistant A SG-10	1	Assists in the preparation of project documentation and reportorial requirements. Organizes, compiles project documents i. e. progress report, test results, daily activities, etc. for easy access to files and reference. Assists in the conduct of project inspection and other field surveys. Assists in the gathering of technical data. Performs other related tasks.
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