

ANNEX “B” - MINIMUM REQUIREMENT/QUALIFICATION FOR KEY PERSONNEL AND HOUSEKEEPING PERSONNEL

Key and Housekeeping Personnel/Qualification Experience

No.	Positions	Number of Position	Minimum Duties and Responsibilities
1	<p>Facility Manager Qualification Requirements:</p> <ul style="list-style-type: none"> ● Must have at least 10 years' (or more) relevant experience in facilities management ● Must have a Bachelor's/College Degree in Engineering, Real Estate, or any related course 	1	<ul style="list-style-type: none"> ● Supervise all staff responsible for the maintenance and operations of the Facilities of the Property ● Supervise all staff responsible for housekeeping and maintained cleanliness of the Facilities of the Property ● Conduct regular meetings with maintenance and housekeeping services to discuss issues and concerns arising from the Facilities ● Ensure compliance with the MPSS and lead the preparation of monthly reports to be submitted to BCDA ● Recommend necessary repairs and maintenance works ● Attend to the administrative concerns of all contracted employees ● Perform other related duties as may be required by BCDA
2	<p>Deputy Facility Manager Qualification Requirements:</p> <ul style="list-style-type: none"> ● Must have at least 5 years' (or more) relevant experience in facilities management ● Must have a Bachelor's/College Degree in Engineering, Real Estate, or any related course 	1	<ul style="list-style-type: none"> ● Assist the Facilities manager in the supervision of all facilities staff responsible for the maintenance and operation of the Property ● Monitor the attendance and work of all the maintenance and housekeeping personnel ● Ensure compliance with the MPSS and lead the preparation of monthly reports to be submitted to BCDA ● Perform other related duties as may be required by BCDA
3	Registered Mechanical Engineer	1	<ul style="list-style-type: none"> ● Study all equipment manuals for each facility and

	<p>Qualification Requirements:</p> <ul style="list-style-type: none"> • Must be a Licensed Mechanical Engineer with at least 3 years' experience in facilities management 		<p>ensure that all facility equipment preventive maintenance programs are properly implemented</p> <ul style="list-style-type: none"> • Ensure that building equipment / facilities are in good condition and efficiently running • Conduct regular inspection of sites equipment and facilities and conduct regular reports to the Facilities Manager regarding the technical operations of the facilities • Make sure that all permits are up to date • Ensure that all concerns and issues regarding the Property are resolved immediately • Perform other related duties as may be required by BCDA
4	<p>Registered Electronics and Communication Engineer</p> <p>Qualification Requirements:</p> <ul style="list-style-type: none"> • Must be a Registered Electronics and Communication Engineer with at least 3 years' experience in facilities management 	1	<ul style="list-style-type: none"> • Study all equipment manuals for each facility and ensure that all facility equipment preventive maintenance programs are properly implemented • Ensure that building equipment / facilities are in good condition and efficiently running • Conduct regular inspection of sites equipment and facilities and conduct regular reports to the Facilities Manager regarding the technical operations of the facilities • Make sure that all permits are up to date • Ensure that all concerns and issues regarding the Property are resolved immediately • Perform other related duties as may be required by BCDA
5	<p>Registered Electrical Engineer</p> <p>Qualification Requirements:</p> <ul style="list-style-type: none"> • Must be a Registered Electrical Engineer with at least 3 years' 	1	<ul style="list-style-type: none"> • Study all equipment manuals for each facility and ensure that all facility equipment preventive maintenance programs are properly implemented • Ensure that building equipment / facilities are in good

	experience in facilities management		<p>condition and efficiently running</p> <ul style="list-style-type: none"> • Conduct regular inspection of sites equipment and facilities and conduct regular reports to the Facilities Manager regarding the technical operations of the facilities • Make sure that all permits are up to date • Ensure that all concerns and issues regarding the Property are resolved immediately • Perform other related duties as may be required by BCDA
6	<p>Senior Technician (Foreman) Qualification Requirements:</p> <ul style="list-style-type: none"> • Must have at least 5 years' relevant working experience 	1	<ul style="list-style-type: none"> • Perform preventive maintenance on the facilities • Monitor electrical and mechanical equipment within the Property • Inspect building facilities to identify building maintenance needs • Ensure that all concerns and issues regarding the Property are resolved immediately • Perform other related duties as may be required by BCDA
7	<p>Electrician Qualification Requirements:</p> <ul style="list-style-type: none"> • Must be a licensed Master Electrician or with Certification of TESDA NC II, with at least 3 years' work experience 	3	<ul style="list-style-type: none"> • Conduct regular inspection and repair of facilities • Ensure safety standards are observed and assist in performing preventive maintenance of the facilities • Ensure that all concerns and issues regarding the Property are resolved immediately • Perform other related duties as may be required by BCDA
8	<p>Track & Field Maintenance Personnel Qualification Requirements:</p> <ul style="list-style-type: none"> • Must have at least 3 years' work experience 	4	<ul style="list-style-type: none"> • Establish and maintain methods and procedures for operating, maintaining and cleaning the track and field within the NCC Athletics Stadium and Warm-up track to ensure compliance with standards

			<ul style="list-style-type: none"> • Assist in inspection and Preventive Maintenance Check of within the NCC Athletics Stadium to detect materials needing repair or cleaning • Knowledge of advanced athletic field re-sodding, re-grading, aerating, and topdressing procedures, techniques, and standards. • Perform other related duties as may be required by BCDA
9	Pool Maintenance Personnel Qualification Requirements: <ul style="list-style-type: none"> • Must have at least 3 years' work experience 	1	<ul style="list-style-type: none"> • Establish and maintain methods and procedures for operating, maintaining, and cleaning pools within the NCC Aquatics Center and Athletes' Village to ensure compliance with health codes and standards • Assist in inspection of filtering and plumbing systems in pools and adjacent areas and requests in structural or equipment repairs or replacement • Assist in provision of swimming pool servicing duties such as testing and maintaining proper chemical balance of pool water, vacuuming and cleaning pools, adjusting and lubricating pool equipment and backwashing pool filtering systems • Perform other related duties as may be required by BCDA
10	Painter Qualification Requirements: <ul style="list-style-type: none"> • Must have at least 3 years' work experience 	3	<ul style="list-style-type: none"> • Perform tasks including painting and preventive maintenance repairs • Perform repairs on facilities, equipment or appliances • Perform other related duties as may be required by BCDA
11	Mechanical/Air Conditioning Unit Technician Qualification Requirements:	3	<ul style="list-style-type: none"> • Perform regular maintenance work on cooling units and ensure that ventilation equipment and controls operate efficiently and continuously

	<ul style="list-style-type: none"> • Must have at least 3 years' work experience 		<ul style="list-style-type: none"> • Diagnose electrical and mechanical defects and malfunctions • Ensure that all concerns and issues regarding the Property are resolved immediately • Perform other related duties as may be required by BCDA
12	Plumber Qualification Requirements: <ul style="list-style-type: none"> • Must have at least 3 years' work experience 	4	<ul style="list-style-type: none"> • Perform regular maintenance work, leak detection, troubleshooting and repair of plumbing fixtures and equipment • Ensure proper care in the use and maintenance of equipment and supplies • Ensure that all concerns and issues regarding the Property are resolved immediately • Perform other related duties as may be required by BCDA
13	Welder Qualification Requirements: <ul style="list-style-type: none"> • Must have at least 3 years' work experience 	2	<ul style="list-style-type: none"> • Provide support in the installation, preventive maintenance and repairs of fixtures and equipment • Ensure that concerns and issues regarding welding works are resolved immediately • Perform other related duties as may be required by BCDA
14	Carpenter/Mason Qualification Requirements: <ul style="list-style-type: none"> • Must have at least 3 years' work experience 	2	<ul style="list-style-type: none"> • Perform tasks including carpentry services and preventive maintenance repairs • Perform repairs on facilities, equipment, and appliances • Perform other related duties as may be required by BCDA
15	Landscape Gardener Qualification Requirements:	4	<ul style="list-style-type: none"> • Maintain the grounds and gardens within the NCC Sports Facilities under minimum supervision • Trim shrubs and trees, water, feed, transplant, and

	<ul style="list-style-type: none"> • Must have at least 3 years' work experience 		<ul style="list-style-type: none"> • remove weeds • Ensure that the soil is of the right quality and in good condition to grow the plants • Keep the plants healthy and nourished by soil cultivation, digging, forking, mulching, watering, raking, weeding, edging, pruning, bed preparation and planting • Always maintain the cleanliness of the gardening tools and equipment • Perform other related duties as may be required by BCDA
16	<p>Audio Visual Technician Qualification Requirements:</p> <ul style="list-style-type: none"> • Must have at least 3 years' work experience 	2	<ul style="list-style-type: none"> • Attend necessary maintenance, installation, repair and operation of the audio-visual and telecommunication equipment and/or related facilities • Ensure that all equipment related to audio-visual are operational and report needed repair • Provide assistance during events in setting up audio-visual equipment • Perform other related duties as may be required by BCDA
17	<p>Receptionist Qualification Requirements:</p> <ul style="list-style-type: none"> • Must have at least 3 years' work experience • Must have a Bachelor's Degree in HRM, or any related course 	4	<ul style="list-style-type: none"> • Greet and receive clients who will be staying at the Athletes' Village • Responsible for the smooth operation of the Front Desk for the Athletes' Village • Handle the reservations of the rooms and amenity areas for guests staying at the Athletes' Village • In-charge of documentation of all concerns, inquiries, complaints and needed assistance from the guests and ensure that all concerns will be handled by the designated department • Assist in the housekeeping of the rooms, amenity areas, and reception area and ensure that all of these areas

			<p>are in great condition to receive guests</p> <ul style="list-style-type: none"> • Perform other related duties as may be required by BCDA
18	<p>Administrative Staff Qualification Requirements:</p> <ul style="list-style-type: none"> • Must have a Bachelor's Degree in Business Administration, or any related course • Must have at least 3 years' work experience in administrative role 	2	<ul style="list-style-type: none"> • Handling of general office operations/ tasks such as document receiving, filing, generating reports, memos and presentation (as may be necessary) • Provides support to the Facilities Management team in timely preparation of needed materials, work orders and request for repairs as well as preparing all necessary documentation materials • Other related duties as may be required by BCDA
19	<p>Ambulance Driver Qualification Requirements:</p> <ul style="list-style-type: none"> • Must have at least 3 years' work experience • Duly licensed professional driver (LTO) • Certificate of Proficiency (TESDA Ambulance Care Assistant NC II) 	1	<ul style="list-style-type: none"> • Inspect the ambulance vehicle everyday, checking the fuel, oil transmission fluid, wiper fluid, and coolant, and report any needed repairs. • Checking the first aid and medical supplies inventory everyday and ensuring that ambulance is well-stocked • Drive the ambulance as quickly and as safely as possible to transport patients to the hospital during emergency • Sanitizing the ambulance and safely disposing of any medical waste • Other related duties as may be required by BCDA
20	<p>Lifeguard Qualification Requirements:</p> <ul style="list-style-type: none"> • Must have at least 3 years' work experience 	2	<ul style="list-style-type: none"> • Opening and closing the pool each day according to the scheduled hours • Closely monitor activities related to the pool area and identifying any safety issues and report any needed repairs • Directing swimmers out of water in dangerous conditions • Provide swimming lessons as may be required by

			<p>BCDA</p> <ul style="list-style-type: none"> • Other related duties as may be required by BCDA
21	<p>Gym Equipment Technician Qualification Requirements:</p> <ul style="list-style-type: none"> • Must have at least 3 years' work experience 	1	<ul style="list-style-type: none"> • Plans and performs preventive maintenance and inspect of fitness equipment using an established schedule • Transports, moves, assembles, and installs gym equipment and maintaining inventory of replacement parts and supplies, if needed • Properly maintained and make necessary repairs of gym equipment • Other related duties as may be required by BCDA
22	<p>Utility Supervisor Qualification Requirements:</p> <ul style="list-style-type: none"> • Must have at least 2 years' work experience 	3	<ul style="list-style-type: none"> • Supervise the cleaning of the sports facilities and its surrounding area • Monitor the attendance and work of the housekeeping personnel • Submit a report on the housekeeping services • Supervise movement of furniture, fixtures and equipment as may be necessary • Attend to the administrative concerns of all contracted employees • Perform other related duties as may be required by BCDA
23	<p>Utility Personnel Qualification Requirements:</p> <ul style="list-style-type: none"> • Must have at least 1 year' work experience in housekeeping and janitorial services 	58	<ul style="list-style-type: none"> • Responsible for the cleanliness and overall appearance of guest rooms and lobby, service and amenity areas • Clean walls, floors, fixtures on standard cleaning procedures and change / empty waste baskets along the perimeter of the facility • Cleaning and sanitizing of comfort rooms with the use of special sanitizing and disinfecting agents in wash basins, urinals and toilet bowl

			<ul style="list-style-type: none"> ● Provide basic housekeeping duties including changing the sheets, changing and arranging the towels, restocking toilet supplies (if needed), vacuuming, dusting, and rearranging the room after guests check out ● Check the condition of all guest rooms, facilities and fixtures and report defects to the supervisor for corrective actions ● Maintain and upkeep of perimeter surroundings and grounds of buildings, basketball court and pool area ● Assist in pool maintenance ● Report mechanical problems and repair works of facilities / utilities ● Other related duties as may be required by BCDA
	Total	105	