



Office of the President of the Philippines
Office of the Presidential Adviser on Peace, Reconciliation and Unity
 7th Floor, Agustin 1 Building, F. Ortigas Jr. Road, Ortigas Center, 1605 Pasig City Tel (+632) 8636-0701 Fax No: (+632) 638-2216

TERMS OF REFERENCE

OFFICE	Human Resource Management Service (HRMS)
JOB TITLE / POSITION	Project Development Officer II
DESIGNATION (if applicable)	Records Officer
JOB LEVEL	Technical, Salary Grade (SG) 15 - Contractual (PhP32,053.00) Contract of Service
PLACE OF ASSIGNMENT	OPAPRU Central Office
MINIMUM QUALIFICATIONS	Education: Bachelor's Degree Work Experience: One (1) year relevant experience Training: Four (4) hours of relevant training
REPORTS DIRECTLY TO	HRMS Director, Chief Administrative Officer, Supervising Administrative Officer
COORDINATES WITH	All OPAPRU units, CSC, NAP, other external partners of HRMS
JOB OBJECTIVE	<ol style="list-style-type: none"> 1. Maintain and organize physical and digital records in accordance with agency policies and legal requirements. 2. Develop, implement, and maintain systems for categorizing, storing, and retrieving records efficiently. 3. Ensure that all records are kept in compliance with applicable laws, regulations, and organizational policies. 4. Ensure that employees can access records as needed in a timely, efficient, and secure manner, maintaining confidentiality where required. 5. Safeguard sensitive information through secure storage methods and ensure compliance with data privacy regulations.
KEY RESULT AREAS	<ol style="list-style-type: none"> 1. Records Management System 2. Documentation and Document Control 3. Quality Management System
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Assist in the establishment of a records management system from creation, dissemination, storage and disposal of OPAPRU records; 2. Assist in the development, enhancement and implementation of administrative plans, programs, policies, standard and guidelines related to record management; 3. Manages the coding, filing, dissemination, appraisal and classification of office orders, memoranda and other official OPAPRU documents; 4. Retrieves, sorts, classifies records and conducts records disposal; 5. Assist in evaluating and verifying all incoming records for storage and destruction, and ensures that these are processed in accordance with the approved Records Disposition Schedule (RDS) and National Archives of the Philippines (NAP) – General Records Disposition Schedule (GRDS) and established procedures;

	<ol style="list-style-type: none">6. Ensures compliance with applicable fiscal, legal or administrative requirements for the creation and retention of paper and electronic records;7. Ensures that records are easily accessible when needed while protecting confidentiality of information as required;8. Serves as the custodian for safekeeping and preservation of documents;9. Ensures that record management practices of OPAPRU are aligned with QMS Standards; and10. Performs other related task that may be assigned the immediate supervisor from time to time.
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