



TERMS OF REFERENCE

OFFICE	GENERAL ADMINISTRATIVE SUPPORT SERVICE
JOB TITLE/POSITION	ADMINISTRATIVE ASSISTANT V
JOB LEVEL	Salary Grade 11 – Job Order (PHP 22,316.00)
PLACE OF ASSIGNMENT	OPAPRU Central Office, Pasig City
REPORTS DIRECTLY TO	Head, General Administrative Support Service (GASS) - GSFD
COORDINATES WITH	GASS and other OPAPRU Office/Service
MINIMUM QUALIFICATIONS	Education: Completion of Two (2) year course in college Experience: At least 2 years of relevant experience Training: 8 hours of relevant training
KEY ROLES AND RESPONSIBILITIES	<ol style="list-style-type: none">1. Operate scanning equipment to convert paper documents into digital format;2. Ensure scanned documents are clear, legible, and properly categorized;3. Perform quality checks on scanned files and maintain confidentiality;4. Assist archiving and organizing documents as agency policies;5. Assist in archiving and organizing documents in accordance with agency policies, ensuring proper storage, labeling, and indexing of records6. Ensure document complies with legal guidelines and implement best practices for data protection and security, preventing unauthorized access to sensitive information.7. Regularly back up digital records to prevent data loss;8. Coordinate with various departments to facilitate the efficient scanning and digitalization of records, addressing any document-related concerns.9. Performs other task may be assigned by his/her direct supervisor.