



Office of the President of the Philippines
Office of the Presidential Adviser on Peace, Reconciliation and Unity
7th Floor, Agustin I Building, F. Ortigas Jr. Ortigas Center, 1605 Pasig City Tel (+632) 636-0701 Fax No: (+632) 638-2216



OFFICE	CPP-NPA-NDF PEACE PROCESS OFFICE (CPPO)
JOB TITLE / POSITION	Administrative Aide IV
JOB DESIGNATION (if applicable)	Administrative, Digitization of Documents
JOB LEVEL	SG 4 (PhP13,807.00) – Contract of Service
PLACE OF ASSIGNMENT	OPAPRU Central Office, Pasig City
REPORTS DIRECTLY TO	Records Management Focal of CPPO
MINIMUM QUALIFICATIONS	<ol style="list-style-type: none">1. High School graduate or completion of relevant vocational/trade course2. Able to operate laptops, printers, scanning devices, and basic office software3. Strong attention to detail, organizational skills, and the ability to maintain confidentiality of records.
KEY ROLES AND RESPONSIBILITIES	<ol style="list-style-type: none">1. Scan all the necessary physical documents of the Office as sorted by the Records Management Focal of CPPO;2. Assist in sorting, organizing, and labeling physical files according to the office's filing system;3. Adhere to the office's records management policies, including confidentiality and data security protocols.4. Ensure proper disposal or shredding of obsolete and outdated documents following office guidelines and data privacy regulations.5. Ensure proper disposal of old documents;6. Undertake other tasks as assigned by the Records Management Focal of CPPO.