



CLARK INTERNATIONAL AIRPORT CORPORATION



Doc. Code:
Effectivity Date:
Revision No: 0
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DOCUMENT TYPE: JOB DESCRIPTION

POSITION TITLE: CUSTODIAN/RECORDS OFFICER

OFFICE OF THE CORPORATE SECRETARY

POSITION TITLE : Custodian/Records Officer **Job Level** : JL 9
IMMEDIATE SUPERVISOR : Corporate Secretary (JL 12)

POSITION SUMMARY:

Responsible for accurately organizing, filing, and retrieving information regarding all records/documents of the Board and ensures that they are kept up to date and that any necessary changes or additions are made in a timely manner, in-charge on the issuance of relevant documents to the requesting departments, maintains confidentiality on records under custody, and assume several other types of administrative duties, such as answering phones and distributing mail.

TASKS AND DUTIES:

1. Organizes and maintains confidential records and files, ensures completeness and accuracy of records, and monitors status changes.
2. Keeps updated corporate records such as General Information Sheet (GIS), By-Laws and Articles of Incorporation and submits the same to the Securities and Exchange Commission for approval.
3. Performs daily processing of incoming documents, document preparation, document scanning, data entry/indexing, and file maintenance.
4. Tracks outgoing documents, ensuring that they go through the appropriate channels in a proper and timely manner.
5. Utilizes and maintains various records media stored in various records repositories, file systems and archives, accessed both manually and through the use of automated / electronic systems.
6. Provides mail services by distributing and sorting mail and fax messages.
7. Operates general and specialized equipment, including personal computers, printers, copiers, scanners, and fax machines.
8. Performs other duties and responsibilities as required.

QUALIFICATION STANDARDS:

1. Bachelor's Degree holder preferably in Business Administration, Management or a related course.
2. One (1) year relevant experience in maintaining a filing system.
3. Attendance in Records Management Training.
4. Computer literate. Knowledgeable in Microsoft Office applications, specifically in MS Word & Excel.
5. Knowledgeable in scanning documents and sending/receiving fax messages.
6. Must be hardworking, trustworthy and proficient in interpersonal communications.
7. Must be able to work independently, and with continual interruptions.
8. Must possess the ability to maintain confidentiality.
9. Must be able to plan work and establish priorities.
10. Willing to extend working hours when necessary.



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