A DAY IN A GOVERNMENT OFFICE

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When the clock hits 8 am the work starts. A table piled with papers, monitor and printer, the typical view in the office. People going in and out of the door are the everyday situation in the office.

Receiving of documents such as, training designs, program of works, purchase requests and statement of accounts for reimbursements from different schools was the first step from the routine. Checking if the proper attachments were included in the document and the lack thereof should immediately be provided. Taking phone calls and writing messages for query is also part of my work. Updating the balance records is a necessity in the monitoring of funds of each schools and informing the school heads about the balances. Filing and sorting these documents can be hard especially when there is too much transactions needed to be processed.

A misplaced copy of any of the mentioned documents and attachments can be a start of a usual dilemma happening in the office. One must keep multiple copies for replacement in that case. It can also bring stress working whole day in the office but there is also a lot of ways to de-stress.

Working in the government office means serving the public with respect and patience in every service that we provide making the public satisfied. A day in the government office does not end when the clock hits 5 pm but when we serve the public leaving them with a smile.
References: