THE PLUSSES OF SECURING DOCUMENTS

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Being in the service for more than a decade now, it has become my hobby to organize files, to label documents, and to keep them safe. Keeping in mind that although these pertinent papers may not actually have value for me personally still I need to keep them secured not only to comply with my duties but also to aid the staff member’s in their respective needs.

The administrative aide’s responsibilities may commonly revolve around the processing, printing and collating of documents, still the staff themselves should have duplicate copies of the papers they submit in the office. For it is very significant that an employee is informed of every detail of his appointment and records. It is also worth noting that these pieces of information may be of help during promotions, staff/faculty and family members’ hospitalization, transfer of office, scholarship grants, to avail services, and future referencing. Remember that some of these needs happen unexpectedly or during weekends when the administrative aide or officer is not around.

Being up-to-date and informed with documents are not additional tasks but supplementary help that one can use not only in the school or office but also anywhere especially when the need arises.

References:

https://careertrend.com