NJMPTI - INDIVIDUAL PERFORMANCE TASKS JOBC CLASS 2024-01

JUNE 11, 2024

INSTRUCTIONS:

KINDLY E-MAIL YOUR ANSWER TO: [CCBorrinaga1960@gmail.com](mailto:CCBorrinaga1960@gmail.com) NLT 11pm June 11,2024

**SUBJECT: RECORDS MANAGEMENT**

ESSAY: (25 points each, BONUS 25 Points)

1. What is the importance of Records Management?

Records management plays a vital role in any work field because it has a system that is in charge of safekeeping all the individual records of personnel either by paper or digital data, and in any format. It also ensures that all those data would be kept with integrity and should be turned over responsibly whenever there are changes in personnel. When it comes to the records of each personnel, all the data kept under this management is preserved and protected, with the assurance that misfiling and duplication of the data would be avoided. Under the components of records management program, follows the policy and procedure management; inventory of records; appraisal, retention, and disposition of records; control and management of active and inactive files; vital records management training and outreach program; and lastly, the reprographics, micrographics, and digitization of data. All those mentioned components are basically aligned with the goals of the records management which is to create necessary records, produce the records when needed, retain or preserve the records needed for continued operation of the office, and to dispose of those that is not needed.

1. Discuss the life cycle concept of Records Management.

The life cycle concept of Records Management consists of three stages, from the actual creation of the record, its active use, and up to its final disposition. The record is created through interaction between the origin offices or universities, and its constituents. After its creation, it would then be used in different business processes and is stored to meet regulatory requirements. Finally, after thorough assessment the record shall then be disposed or archived depending on the decision of the in-charge personnel.

1. After learning Records Management, how would you personally asses your office's current Filing/Records System? What are the improvements you can apply?

**SUBJECT: COMPLETE STAFF ACTION**

ESSAY: ( Nr 1 - 25 points, Nr 2 – 50 points BONUS 25 Points)

1. What is a Complete Staff Action?

Complete Staff Action is a product of a thorough assessment or study of a problem, and providing effective solutions to the problem without referring or calling out the attention of the boss. Simply, this is an approach where the staff person shall recommend an already polished solution to the problem, then present it in a form of a document, and the only work left for the boss is to either approve or disapprove to that solution. Somehow, this kind of approach is a manifestation of effective delegation of task to a staff member. Therefore, it only makes sense if this concept results in more work to the staff person, but gives more freedom for the boss. After all, the boss needs answers to the problem and not questions to the problem. The goal of this concept is simple, although the staff work does not preclude a rough draft, the rough draft must not be half-baked and does not imply immature oral presentments. Precisely, by the use of the word ‘polished’ the document must have the quality of a final draft so that the boss can immediately decide to either sign, or just disapprove it. If this task is handled by an inexperienced staff person, it only makes sense if he/she would impulsively ask the boss what to do especially when the problem is indeed difficult. However, if the individual is only having difficulties with working out the details, he/she should never consult with the boss, it should be wiser if he/she would consult other staff people. Overall, this kind of approach is just a logical application of the fact that it is the staff person’s job to advise the boss what is needed to be done, rather than asking him what to do.

1. In your recent experience, cite an example where you applied Completed Staff Work and describe/narrate how you carried it out.