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|  | <h2 style="text-align: center;">Position Description Manual</h2> |
| Department: Operations | Position Title: Encoder |
| Effective Date: | Revision No.: |

I. REASON FOR EXISTENCE

Responsible for the timely and accurate encoding of information in the system.

II. DUTIES AND RESPONSIBILITIES

1. Validate and check the document/s received prior to encoding by checking all the details and completeness of the documents based on standard operating procedures to ensure that the data to be encoded will be accurate and complete in information.
2. Encode information in the system as indicated in the received documents from the clients by following the existing standing instructions as reflected in the system to ensure accurate, complete and timely recording of transactions.
3. Prepare productivity report/s by summarizing all transactions encoded for the day to measure on-time, complete and accurate preparation of House waybill, to help operations in planning.
4. Coordinate with other teams by sending pre-alerts and other pertinent information to complete the transaction/s.
5. Recommend process improvement by giving suggestions on how to hasten current practices to be more efficient and effective in conducting the job.
6. Perform other functions that may be assigned by the management from time to time.

III. QUALIFICATIONS

1. Graduate of any four (4) year course.
2. Orientation to details
3. Average typing speeds (40wpm)
4. Computer literate, knowledgeable in office application suite
5. Multi-tasking ability

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| Prepared by: Jeffrey M. Garcia | Reviewed by: | Noted by: Chabio T. Sison SVP-Shared Services CFO/CRO | Approved by: Efren E. Uy President & CEO |
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