

F.1. Composition of the Records Management Office, their qualification and functions

RECORDS MANAGEMENT AND ARCHIVING UNIT

| NAME   | POSITION                          | QUALIFICATION   | FUNCTION   |
|--|-----------------------------------|---|--|
| <p>1. <b>Camaddo, Ma. Juliet G.</b></p>      | <p>Administrative Officer V</p>   | <ul style="list-style-type: none"> <li>● Bachelor's Degree relevant to the job</li> <li>● 2 years of relevant experience</li> <li>● 8 hours of relevant training</li> <li>● Career Service (Professional/ Second Level) Eligibility</li> </ul>  | <ul style="list-style-type: none"> <li>● Receiving of various documents.</li> <li>● Generating of tracking numbers, and releasing of all types of documents in the Document Tracking System.</li> <li>● Recording of the documents in the logbook.</li> <li>● Supervises the processes and flows of the office.</li> <li>● Check and sign the DTRs of the staff in the office.</li> <li>● Check and sign the IPCRs of the staff in the office.</li> </ul>            |
| <p>2. <b>Antonio, Rhea Ann P.</b></p>        | <p>Administrative Officer III</p> | <ul style="list-style-type: none"> <li>● Bachelor's Degree relevant to the job</li> <li>● 2 years of relevant experience</li> <li>● 8 hours of relevant trainings</li> <li>● Career Service (Professional/ Second Level) Eligibility</li> </ul> | <ul style="list-style-type: none"> <li>● Receiving of various documents.</li> <li>● Generating of tracking numbers, and releasing of all types of documents in the Document Tracking System.</li> <li>● Recording of the documents in the logbook.</li> <li>● Supervises the processes and flows of archiving unit.</li> </ul>   |
| <p>3. <b>Matillano, Raynamie Jean B.</b></p> | <p>Administrative Officer I</p>   | <ul style="list-style-type: none"> <li>● Bachelor's Degree relevant to the job</li> <li>● Career Service (Professional/ Second Level) Eligibility</li> </ul>  | <ul style="list-style-type: none"> <li>● Receiving of various documents during the absence of AO V and AO III.</li> <li>● Generating of tracking numbers, and releasing of all types of documents in the Document Tracking System during the absence of AO V and AO III.</li> <li>● Recording of the documents in the logbook.</li> <li>● Determining and scanning of documents that are qualified for archiving.</li> <li>● Digital Archiving in-charge.</li> </ul> |

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| <p><b>4. Sanchez, Maylen P.</b></p>        | <p>Administrative Officer I</p> | <ul style="list-style-type: none"> <li>● Bachelor's Degree relevant to the job</li> <li>● Career Service (Professional/ Second Level) Eligibility</li> </ul> | <ul style="list-style-type: none"> <li>● Receiving of various documents.</li> <li>● Generating of tracking numbers, and releasing of all types of documents in the Document Tracking System.</li> <li>● Recording of the documents in the logbook.</li> <li>● Physical Archiving in-charge.</li> </ul>   |
| <p><b>5. Quiñanola, Riez Vernie R.</b></p> | <p>Administrative Aide VI</p>   | <ul style="list-style-type: none"> <li>● Completion of two-year in college</li> <li>● Career Service (Sub-Professional/ First Level) Eligibility</li> </ul>  | <ul style="list-style-type: none"> <li>● Receiving of various documents during the absence of AO V and AO III.</li> <li>● Generating of tracking numbers, and releasing of all types of documents in the Document Tracking System during the absence of AO V and AO III.</li> <li>● Recording of the documents in the logbook.</li> <li>● Determining and scanning of documents that are qualified for archiving.</li> <li>● Digital Archiving in-charge.</li> </ul> |
| <p><b>6. Datucan B. Abaran</b></p>         | <p>Administrative Aide I</p>    | <ul style="list-style-type: none"> <li>● Must be able to read and write</li> </ul>   | <ul style="list-style-type: none"> <li>● Utility Worker</li> <li>● Messenger</li> </ul>  |



