



PRELIMINARY SURVEY VISIT

AREA X ADMINISTRATION

F. RECORDS MANAGEMENT

F.1. Composition of the Records Management Office, their Qualifications and Functions

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

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

