

F. Records Management

F.1. Composition of the records Management Office, their qualifications and functions

RECORDS MANAGEMENT AND ARCHIVING UNIT

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