

Department of Education

REGION VI-WESTERN VISAYAS SCHOOLS DIVISION OFFICE OF KABANKALAN CITY

DIVISION MEMORANDUM

JUL 1 7 2024

No. 179, s. 2024

RECRUITMENT AND SELECTION FOR VACANT NON-TEACHING POSITIONS IN THE SCHOOLS DIVISION OF KABANKALAN CITY

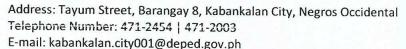
To: Assistant Schools Division Superintendent
CID and SGOD Chiefs
Public Schools District Supervisors
Education Program Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

- 1. The Schools Division Office of Kabankalan City announces the start of the acceptance of applications and pertinent documents of all interested qualified applicants for the following positions not later than **5 PM of August 9, 2024**:
 - a. Administrative Officer II
 - b. Administrative Assistant III (Senior Bookkeeper)
 - c. Administrative Assistant II (Bookkeeper)
 - d. Administrative Aide VI
 - e. Guidance Counselor II
 - f. Project Development Officer II (DRRM)
- 2. The selection and ranking process is open to all qualified applicants regardless of their sex, civil and economic status, religious belief and affiliation, cultural group, physical disabilities, etc.
- 3. Enclosures No. 1-6 contain the qualification standards, specific places of assignment, corresponding item numbers, and duties and responsibilities attached to each position for reference of interested applicants.
- 4. All interested qualified applicants shall submit to the Records Office of SDO Kabankalan City the following required documents in **one (1) set** with ear tabs:
 - a. Letter of intent addressed to the Schools Division Superintendent specifying the school/office/unit, and the item number of the position or positions applied for;
 - b. Duly accomplished Personal Data Sheet (PDS) CS Form 212, and Work Experience Sheet, if applicable;
 - c. Photocopy of valid and updated PRC License/ID, if applicable;
 - d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable;
 - e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available;
 - f. Photocopy of Certificate/s of Training, if applicable;
 - g. Photocopy of Certificate of Employment, Contract of Service, Duly Signed Service Record, whichever is/are applicable;
 - h. Photocopy of latest appointment, if applicable;
 - i. Photocopy of the Performance Ratings in the last rating period (s) covering one
 (1) year performance prior to the deadline of submission, if applicable;











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- j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form (Enclosure No. 7) – 2 copies;
- k. Other documents as may be required for comparative assessment, such as but not limited to:
 - Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment
 - Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled
- 5. Applicants may apply for more than one position provided that they specify the exact school/office/unit, and the item number of the position or positions being applied for.
- 6. No additional documents shall be accepted after the set deadline. There shall be no retrieval of documents prior to the conduct of the document validation once the application is stamped received by the Records Officer.
- 7. Applicants are advised to bring the original copies of the documents submitted during the document validation set by the Human Resource Management Promotion and Selection Board.
- 8. Applicants with disabilities may give the HRMPSB prior notice (in writing) should any assistance be needed during the conduct of selection activities.
- 9. For positions that do not require relevant experience and training, corresponding points shall still be given to validated credentials which are relevant to the duties of the vacant position in accordance with the assessment of the HRMPSB.
- 10. Succeeding activities and schedule thereof shall be communicated through a separate Memorandum.
- 11. Immediate dissemination of and compliance with this Memorandum are desired.

MICHELL L. ACOYONG, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent









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REGION VI-WESTERN VISAYAS SCHOOLS DIVISION OFFICE OF KABANKALAN CITY

Position Title: Administrative Officer II Salary Grade:		
Number of Vacancies: 9		
Item Number:	Place of Assignment:	
OSEC-DECSB-ADOF2-420518-2024	Basak Elementary School	
OSEC-DECSB-ADOF2-420519-2024	Bugtong Elementary School	
OSEC-DECSB-ADOF2-420520-2024	Camandaan Elementary School	
OSEC-DECSB-ADOF2-420521-2024	Camugao Elementary School	
OSEC-DECSB-ADOF2-420522-2024	Lorenzo Zayco Elementary School	
OSEC-DECSB-ADOF2-420523-2024	Yanog Elementary School	
OSEC-DECSB-ADOF2-420195-2020	Colambo Elementary School	
OSEC-DECSB-ADOF2-420198-2020	Bantayan Elementary School	
OSEC-DECSB-ADOF2-420199-2020	Magballo Elementary School	
QUALIFICAT	TION STANDARDS	
Education	Bachelor's Degree Relevant to the job	
Experience	None Required	
Training	None Required	
Eligibility	CS Professional Second Level Eligibility	

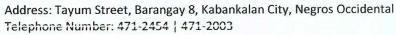
KEY RESULT AREAS	DUTIES AND RESPOINSIBILITIES
Personnel	Recruitment and Selection
Administration	Provide human resources management support to the school head and coordinate with AO IV (HRMO II) of the SDO in the
	following HR-related functions: a. recruitment and selection of applicants in the school assigned.
	b. promotion and deployment of personnel in the assigned school by checking and validating the completeness and authenticity of documents to be submitted to the HRMO for preparation/issuance of appointment.
	c. Prepare ERF of qualified teachers and submit to SDO for processing.
	Personnel Records
	a. Update regularly 201 files and maintain database of personal information of school personnel.
	b. Act/assist the designated Agency Authorized Officer (AAO) in the field in terms of verifying/approving GSIS loans
	and agency remittance advice (ARA) as may be delegated. c. Consolidate daily time record (DTR) of school personnel and prepare monthly report of service (Form 7)





Administrative Officer II.







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- d. Monitor and record attendance/absence of school personnel and report to school head issues and concerns related thereto.
- e. Acts on application for leaves of school personnel and facilitate recommendation by the school head and approval by the SDS.
- f. Update vacation service/leave credits of school personnel and regularly communicate to all concerned.
- g. Maintain the confidentiality of personal information of school personnel to which he/she has legal access.
- in. Coordinate with concerned offices, such as BIR, GSIS, PhilHealth, Pag-IBIG, CSC, and other agencies/entities on the implementation of policies and guidelines relevant to personnel.

Compensation and Benefits

- a. Compute and submit to SDO applicable personnel benefits for processing, funding, and release (e.g. maternity benefits, step increment, salary differentials, overtime pay, proportional vacation pay, etc.)
- b. Monitor and prepare notices for step increments and adjustments of school personnel and submit to HRMO for checking and verification.
- c. Process retirement/separation benefits of school personnel for indorsement by the school head to the SDO

Other HR-related functions

- a. Update school personnel of the latest HR-related policies
- b. Develop and present to the school head/HRMO innovative strategies in improving HR practice in the school.
- c. Assist the school head in performance management, rewards and recognition, and learning development policies and practices implementation in the school.
- d. Prepare and submit HR-related reports to school head/IIRMO.
- e. Coordinate regularly with the HRMO in the implementation of HR policies and guidelines
- f. Facilitate submission and approval by the SDS of Permit to Study/Practice of Profession, Authority to Travel, and other school requests for school personnel.

Property Custodianship

Facilitate procurement of supplies, materials, equipment, etc. of the school based on approved SIP/AIP or as directed by the School Head

- a. Ensure that supplies, materials, equipment, textbooks, and other learning resource materials are stored properly in a secured facility.
- b. Keep an updated inventory of all supplies, materials, equipment, textbooks, and other learning resource materials.
- c. Issue supplies, materials, equipment, textbooks, and other learning resource materials to requesting teaching and non-teaching personnel of the school.
- d. Prepare and submit reports on all property accountability of the school.









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General Administrative Support	 a. Assist the School Head in the preparation of School Form 7 (SF 7)/loading of teachers. b. Assist the school planning team in the preparation of SIP/AIP c. Provide general administrative support to School Head and teachers like reproduction of learning materials, encoding of reports, preparation of documents, etc. d. Perform other functions as may be assigned by the immediate supervisor.











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SCHOOLS DIVISION OFFICE OF KABANKALAN CITY

Position Title: I	Project Development	Officer II (DRRM)	Salary Grade: 15
Number of Vac	ancies: 1		
Item	n Number:	Place of	Assignment:
OSEC-DECSB-	PDO2-420089-2014	School Governance a	and Operations Division
	QUALIFIC	ATION STANDARDS	
Education	Bachelor's degree	Bachelor's degree relevant to the job	
Experience	1 year of relevant	1 year of relevant experience	
Training	4 hours relevant	training	
Eligibility	Career Service (P	rofessional) Second Le	vel Eligibility
*For purposes of trainings and e. Development O	xperience related to th	vant training and exper e duties and responsib	rience shall refer to ilities of a Project

KEY RESULT AREAS	DUTIES AND RESPONSSIBILITIES	
Risk-Informed Plans, Policies and Standards	 Review existing plans, policies and standards. Develop/enhance and disseminate risk-informed plans, policies and standards for implementation. 	
Partnerships for Strengthening Resilience	 Identify areas for partnerships with external partners on DRRM, CCA and EiE programs. Establish a regular coordination mechanism, database, and protocol for organizing, sharing and tracking information, resources, expertise and best practices among external and internal partners. Participate in International events/conferences. Undertake coordination on prepositioning of materials and interventions for preparedness, response, and rehabilitation and recovery. Identify areas for partnerships with relevant DepEd offices in connection with DRRM, CCA, and EiE. 	
DRRM Information System (DRRMIS) and Research	 Create uniform templates to accommodate required data and provide feedback to the different DepEd offices and partners. Enhance data handlers' on: knowledge on existing protocols, capacity in data collection, management and analysis; and capacity in using data applications and software. Archive and store consolidated data in different formats to give easy access to different offices for administering interventions and future references. 	









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	 Analyze historical hazards data and official hazard maps to identify possible policies and programs in vulnerable areas. Conduct evidence-based research relative to DRRM, CCA, and EiE as basis for risk-informed policy and standard formulation and program implementation.
Resilience Education	 Facilitate DRRM, CCA, and EiE integration in the K-12 curriculum. Establish memorial days to ingrain deep consciousness of disasters among personnel and learners at all levels.
Information, Education and Communication (IEC) and Advocacy for Resilience	 Review existing IEC and advocacy resource materials on DRRM, CCA, and EiE. Develop/enhance and disseminate IEC and advocacy resource materials on DRRM, CCA, and EiE (needs-based consideration). Create a communication campaign on safety and resilience. Establish a library on IECs for DRRM, CCA, and EiE (hard and digital). Provide regions, divisions, and schools support and assistance, enabling early return to normal operations and recovery towards resilient development.
Learning Continuity and Resilience Interventions	 Provide interventions for the well-being of affected personnel and learners. Facilitate the support and assistance to divisions, and schools, enabling early return to normal operations and recovery towards resilient development. Establish enabling mechanisms for regions, divisions, and schools to locally manage their response, and rehabilitation & recovery needs and interventions.
Monitoring and Evaluation on DRRMS Comprehensive School Safety Initiatives	 Monitor progress of DRRMS' comprehensive school safety initiatives. Evaluate the outcomes and impact of DRRMS' comprehensive school safety initiatives.









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Position Title: Administrative Assist Bookkeeper)	Salary Grade: 9	
Number of Vacancies: 5		
Item Number:	Place of	Assignment:
OSEC-DECSB-ADAS3-420019-2007	Bantayan Natio	nal High School
OSEC-DECSB-ADAS3-420005-2014	ERAMS – West	
OSEC-DECSB-ADAS3-420160-2018	OSDS - Payroll	Unit
OSEC-DECSB-ADAS3-420165-2018	Camingawan E	lementary School
OSEC-DECSB-ADAS3-420296-2017	Oringao Elementary School	
QUALIFICA	TION STANDARDS	
Education	Completion of 2 y	years studies in college
Experience	1-year relevant e	xperience
Training	4 hours relevant	training
Eligibility	CS Sub Professional First Level Eligibility	

*For purposes of giving of points, relevant training and experience shall refer to trainings and experience related to the duties and responsibilities of an Administrative Assistant III in the Department of Education.

KEY RESULT AREAS	DUTIES AND RESPOINSIBILITIES (SENIOR BOOKKEEPER)
Accounting Services	Assist the School Head in the performance of the following: • Preparation/maintenance of registries of allotment and obligations • Preparation of financial and accountability reports and maintenance of subsidiary ledgers • Preparation of liquidation of cash advances • Pre-auditing of financial documents (disbursement vouchers liquidation reports, etc.) • Analysis of COA audit findings and recommendations as well as the direct control on monitoring of its • status of compliance undertaken by the school/schools division • Preparation of Monthly Summary of Cash Advances Received, Liquidated and Balances • Other related bookkeeping and accounting tasks as may be assigned by the School Head and/or Schools Division Accountant.











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Budgeting Services

Budgeting System

- Assist in the conduct of orientations and workshops on the budgeting system
- Assist and gather data in the conduct of review of the budgeting system towards its continuous improvement.

Budget Preparation

- Assist in identifying and gathering of data needed in the preparation of budget proposals and other special
- budgets
- Provide clerical support in the preparation of budget proposals
- Act as Liaison Officer to DBM, NEDA and other oversight bodies
- Respond to budget queries by referring to appropriate documents (e.g. issuances, memos, notes and
- justifications)
- Review completeness of supporting documents of claims as to compliance with budgeting, accounting and
- · auditing rules and regulations

Budget Execution

- Assist in gathering of data needed in the preparation of cost efficiency computations
- Prepare data needed to approve obligation requests
- Gather data needed to evaluate and prepare status report on budget utilization
- Prepares documents to approve fund transfer to other operating units
- Budget Accountability and Reports
- Gather data needed in the preparation of budget accountability reports











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osition Title: Adm	inistrative Assist	tant II	Salary Grade: 8
umber of Vacanc	es: 12		
Item Nu	mber:	Place of Ass	signment:
SEC-DECSB-ADAS	2-420136-2018	Bantayan National Hig	gh School
SEC-DECSB-ADAS	2-420144-2018	Florentino Galang, Sr.	NHS
SEC-DECSB-ADAS	2-420138-2018	Inapoy National High	School
SEC-DECSB-ADAS	2-420139-2018	Locotan National High	School
SEC-DECSB-ADAS	2-420140-2018	Salong National High	School
OSEC-DECSB-ADAS2-420141-2018		Tabugon National High	h School
OSEC-DECSB-ADAS2-420072-2014		OSDS – Accounting U	nit
OSEC-DECSB-ADAS2-420358-2016		Carol-an NHS - Senior	r High School
OSEC-DECSB-ADAS2-420359-2016		Bantayan NHS - Senio	or High School
OSEC-DECSB-ADAS2-420363-2016		Tabugon NHS - Senior	High School
OSEC-DECSB-ADAS2-420364-2016		Tan-awan NHS - Senio	or High School
OSEC-DECSB-ADAS2-420365-2016		Tapi NHS - Senior Hig	h School
	QUALIFICA	TION STANDARDS	
ducation	Completion of 2 years studies in college		
xperience	1-year relevant experience		
raining	4 hours relevant	training	
ligibility	CS Sub Professio	onal First Level Eligibility	y
			y

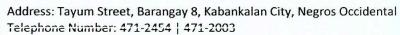
*For purposes of giving of points, relevant training and experience shall refer to trainings and experience related to the duties and responsibilities of a Bookkeeper in the Department of Education.

KEY RESULT AREAS	DUTIES AND RESPOINSIBILITIES
Accounting	Assist the School Head in the performance of the following:
Services	• Preparation/maintenance of registries of allotment and obligations
	 Preparation of financial and accountability reports and maintenance of subsidiary ledgers
	Preparation of liquidation of cash advances
	• Pre-auditing of financial documents (disbursement vouchers, liquidation reports, etc.)
	• Analysis of COA audit findings and recommendations as well as the direct control on monitoring of its
	• status of compliance undertaken by the school/schools division
	• Preparation of Monthly Summary of Cash Advances Received, Liquidated and Balances
	Other related bookkeeping and accounting tasks as may be assigned by the School Head and/or Schools
	• Division Accountant.













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Budgeting Services

Budgeting System

- Assist in the conduct of orientations and workshops on the budgeting system
- Assist and gather data in the conduct of review of the budgeting system towards its continuous improvement.

Budget Preparation

- Assist in identifying and gathering of data needed in the preparation of budget proposals and other special
- budgets
- Provide clerical support in the preparation of budget proposals
- Act as Liaison Officer to DBM, NEDA and other oversight bodies
- Respond to budget queries by referring to appropriate documents (e.g. issuances, memos, notes and
- justifications)
- Review completeness of supporting documents of claims as to compliance with budgeting, accounting and
- auditing rules and regulations
- Budget Execution
- Assist in gathering of data needed in the preparation of cost efficiency computations
- Prepare data needed to approve obligation requests
- Gather data needed to evaluate and prepare status report on budget utilization
- Prepares documents to approve fund transfer to other operating units
- Budget Accountability and Reports
- Gather data needed in the preparation of budget accountability reports











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Position Title: Guidance Counselor II		ı	Salary Grade: 12	
Number of Vac	ancies: 5			
Iter	n Number:	Place of Assignment:		
OSEC-DECSB-C	GUIDC2-420485-2016			
OSEC-DECSB-C	OSEC-DECSB-GUIDC2-420486-2016			
OSEC-DECSB-GUIDC2-420487-2016		School Governance and Implementation Division		
OSEC-DECSB-GUIDC2-420488-2016 OSEC-DECSB-GUIDC2-420489-2016				
	QUALIFIC	ATION STANDARDS		
Education	Master's degree in Guidance and Counseling		seling	
Experience	None Required			
Training	None Required			
Eligibility	RA 1080, as amended, (Guidance Counselor)			

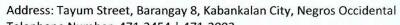
*For purposes of giving of points, relevant training and experience shall refer to trainings and experience related to the duties and responsibilities of a Guidance Counselor II in the Department of Education.

KEY RESULT AREAS	S DUTIES AND RESPONSIBILITIES		
Guidance and Counseling Program	Formulated annual Guidance and Counseling Program on target date Implemented an effective all year-round guidance and counseling program		
Administration of Psychological and IQ Tests	Administered and interpreted test results within target dates Provided solution-focused/counseling sessions based on the test results within target dates		
Counseling – Personal and Academic	Provided individual and group counseling within the target dates Provided counseling sessions based on students' counseling needs		
Consultant/Resource Speaker	Acted as consultant in school and community all year round Provided trainings to teachers on guidance related works		
Career Counseling	Provided career/vocational counseling – twice a year Provided career planning once a year		













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Research and Evaluation	Formulated survey needs, problem identification of students annually Evaluated action research twice a year Formulated intervention programs twice a year				
Prevention and Wellness	Made action research on students and teachers needs twice a year Provided programs for students and teachers prevention and wellness twice a year				
Linkages to GOS, NGOs, LGUs and Other Agencies	Linked with different government agencies all year round Referred students with special needs to specialists concerned				











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Position Title: Administrative Aide VI (Clerk III)			Salary Grade: 6		
Number of Vac	ancies: 2				
Item Number:		Place of Assignment:			
OSEC-DECSB-ADA6-420082-2014		Administrative Services			
OSEC-DECSB-ADA6-420087-2014		Curriculum Implementation Division			
	QUALIFI	CATION STANDARD	S		
Education	Completion of 2	Completion of 2 years studies in college			
Experience	None Required				
Training	None Required				
Eligibility	CS Sub Profession	onal First Level Eligib	oility		

*For purposes of giving of points, relevant training and experience shall refer to trainings and experience related to the duties and responsibilities of a Clerk III in the Department of Education.

KEY RESULT AREAS	DUTIES AND RESPOINSIBILITIES (Administrative Services)			
Schedules Administrative Service Activities	Schedules/calendars/meetings/appointments/training/ workshops			
Records and Files	 Documents/communications received, routed, tracked Filing system created, and maintained Documents filed, retrieved, archived to Records Office or disposed as needed Comprehensive and complete minutes of meetings/agenda attended Daily attendance of Administrative Service Staff (to establish staff location) 			
Administrative Support	 Encoded documents Support/logistics to training and conferences (registration/attendance, tokens, certificate of appearance) Consolidation of Supporting documents, petty cash, documents/forms Facilitate payment of monthly billings 			
Secretariat and Frontline	 Travel bookings made Appointment, venue, meals arranged Received/routed calls Visitors responded to Follow through on inquiries Other services as may be required 			









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KEY RESULT AREAS	DUTIES AND RESPOINSIBILITIES (Curriculum Implementation Division)
Plots/Schedules CLMD Activities	 Schedules/calendars CID activities such as training and workshops, meetings/appointments of the Chief with other offices and with staff, by calendaring, following up and confirming attendance to meetings for efficient coordination and utilization of personnel time.
Record Management	 Receives, records and routes documents addressed to the CID by logging and attaching a routing slip before forwarding to the appropriate person to be able to track and account for location and status of documents Maintains a filing system that makes records and documents retrievable and accessible while ensuring the safety and security of files. Documents proceedings and agreements of meetings as assigned by the Chief, distributes copies of the minutes to concerned parties as well as files a copy for future reference.
Administrative Support	 Prepares or encodes into electronic format word documents and other presentation materials Provides assistance and administrative support to training and conferences as assigned. Coordinates preparation of documents needed in the operations of CLMD Ensure security of office equipment and availability of office supplies
Secretariat/Frontline	 Receives and routes incoming calls to or logs information and notifies the concerned party Greets and entertains office visitors and responds to their needs Logs concerns brought to the office and follow through on inquiries Coordinates travel bookings of CID staff based on instructions and gives feedback on status of bookings. Coordinates meetings and appointment with external parties (dates and venue, meals arranged as needed) and confirms such to all concerned









	CHECKLIST OF DOCUMEN	120		
Vame	of Applicant:	Application Co	de:	
Positi	on Applied For:			
Office	of the Position Applied For:			
Jonta Religi	act Number:on:			
Ethni	city:			
	n with Disability: Yes () No () Parent: Yes () No ()			
3010 1	racin.	Status of	Verification	
		Submission (To be filled out by applicant; Check if submitted)	(To be filled out by HRMO/HR Office/Sub-Committee)	
	Basic Documentary Requirement		Status of Submission (Check if complied)	Remarks
a.	Letter of intent addressed to the Schools Division Superintendent			
ъ.	Duly accomplished Personal Data Sheet (PDS) CS Form 212, and Work Experience Sheet, if applicable			
c.	Photocopy of valid and updated PRC License/ID, if applicable			
d.	Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e.	Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
f.	Photocopy of Certificate/s of Training, if applicable			
g.	Photocopy of Certificate of Employment, Contract of Service, Duly Signed Service Record, whichever is/are applicable			
h.	Photocopy of latest appointment, if applicable			
i.	Photocopy of the Performance Ratings in the latest rating period (s) covering one (1) year performance prior to the deadline of submission, if applicable			
j.	Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form – 2 copies			
k.	Other documents as may be required for comparative assessment, such as but not limited to:			
	Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
	Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			
Atte	sted:			
	UDMO			
	HRMO OMNIBUS SWORN STATEME	NT		
I her	tification of Authenticity and Veracity reby certify that all information above are true and correct, and of my pe		dge and belief, ar	nd the documen
	mitted herewith are original and/or certified true copies thereof.			
I he	a Privacy Consent reby grant the Department of Education the right to collect and proce poses relevant to the recruitment, selection, and placement of personnel of the laws, rules, and regulations being implemented by the Civil Service	of the Departm	d information as ent and for purpo	stated above, for ses of compliant
			N 10:	of A1:
C .	the dead arrange to before the day of year		Name and Signati	ire oi Applicant
Sub	scribed and sworn to before me this day of, year			
		Person Ad	dministering Oat	h

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", electronic documents shall have the legal check, valuately or enforceability as any other document or legal writing a) where the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.