

Biography

Jean Arriane Z. Adena

Jhonley Joseph L. Item

One of the authors of this study, Jean Arriane Z. Adena was born on July 25, 1999 in Manila, Philippines. She is the second eldest daughter amongst four siblings. She took her Bachelor's Degree in Library and Information Science (LIS) and graduated as Cum Laude at Polytechnic University of the Philippines last 2019 and in the same year she passed the Librarians Licensure Examination. She is currently taking her Master's Degree in the same program and university. She is a consistent student achiever, passionate, and perseveres to learn, explore, and expand her horizon. At present she was affiliated to National Archives of the Philippines as Records Management Analyst I. She was responsible to render advice and technical assistance to government entities on proper creation, use, maintenance, and control, and disposition of operating records, matters concerning the inventory and establishment of the retention period of records for the development of Records Disposition Schedule; supervise, inspect, examine and appraise records of government entities for final disposition; and recommend records that are determined to be disposed of or transferred to records storage area or archives; conduct research and recommend policies on the use, storage, and disposition of current operating records of government entities; act as resource speaker/facilitator on the different phases of records management; and perform such other functions assigned by the higher supervisors as may be necessary.

The other author, Jhonley Joseph L. Item was born on March 28, 1998, in San Vicente, Trinidad, Bohol. He is the youngest among all four siblings. Self-motivated, result-driven of wide-ranging achievements, demonstrated success in schools and youth-related programs while delivering visionary leadership both in school and extracurricular activities. In 2018, he graduated at Trinidad Municipal College located at Poblacion, Trinidad, Bohol under the Bachelor of Elementary Education (BEED). He also passed the Licensure Examination for Teachers (LET) in the same year. Furthermore, he is currently pursuing his Master's Degree in Public Administration at Cebu Technological University – Danao City Campus. In addition, he is a Records Management Analyst of the National Archives of the Philippines Regional Archival Network - Cebu (NAP RAN - Cebu). He supervises the proper

control of records creation, inventory, scheduling and appraisal, disposal of valueless records, handling of official files, implementation of rules and regulations governing records and archives management. Nonetheless, before he became part of NAP, he was once an Administrative Assistant in LGU-Trinidad focusing on the youth sector in relation to public service and administrating youth with the help of seminars and activities.