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REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
MANILA



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DEPARTMENT ORDER)

NO. **84**
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SUBJECT: Guidelines On The Administration and Management of all communications, contracts, and valuable documents of the DPWH.

For a more effective management, custody, and disposition of all communications, contracts, and other valuable records and documents produced and received by this Department in connection with public transactions, and retained by it as evidence of the organization, objectives, function, policies, decisions, procedures, operations, or other activities of this Department or because of the information contained therein, the following policy guidelines and procedures are hereby reiterated and established for strict implementation and compliance.

1. General Policies and Guidelines

- 1.1 For the full control of incoming and outgoing communications, documents and issuances, and to insure prompt action thereon, effective coordination with the Records Management Division, AMMS, by all Offices of this Department including Services, Bureaus, Project Management Offices, and Regional and other Field Offices is hereby required.
- 1.2 To facilitate and ensure its implementation:
 - 1.2a All incoming and outgoing communications, issuances, documents and records including contracts should be coursed through the Records Management Division for registry.
 - 1.2b As a general rule no incoming communications, documents and telegrams should be acted upon by action officers unless officially received and registered in the . . . Records Books of the Records Management Division.
 - 1.2c Only internal messengers of the Records Management Division are authorized to deliver all communications to offices concerned and received by their respective records clerks for their appropriate action.

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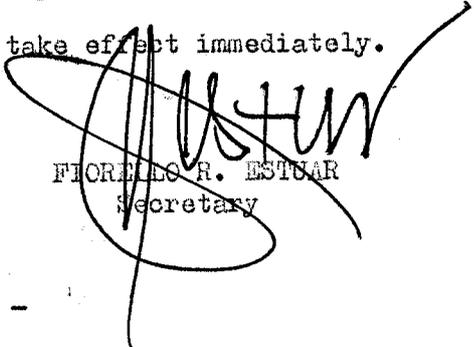
- 1.2d The handcarrying of official documents by unauthorized personnel is strictly prohibited. Henceforth, only officers and their duly authorized liaisons and messengers shall be allowed to handcarry such documents.
- 1.2e All completed staff action and outgoing communications, documents and records, shall be officially released by the Records Management Division, so that copy files may be retained.
2. Telegrams for Transmission
- 2.1 All Telegrams for transmission shall be registered with the Records Management Division before its transmittal by the Communications Center to parties concerned.
- 2.2 Telegram replies and Information/action taken on instructions sent through TELEEX, should likewise be registered with the Division for delivery to the offices concerned and to complete records on file for future reference.
3. Custody of PMO Infrastructure contracts and other contracts, and authentication of same.
- 3.1 The Records Management Division shall be the official custodian of all Records of the Department which includes approved original copies of contracts whether for infrastructure projects (PMO) service contracts, personnel services, private janitorial and security service contracts, and the like.
- 3.2 Subject to COA rules and regulations, all approved National PMO contracts shall be officially turned over to the Central Records Management Division for safekeeping, retention and future microfilming; a certified/authenticated copy of approved contracts shall be retained in the PMO Offices concerned. However, the contracts approved in the Regional Offices shall be retained in the Regional Offices, but authenticated copies thereof shall be sent to the Central Records Management Division for safekeeping.
- 3.3 The Chief, Records Management Division or her authorized representative shall authenticate copies of contracts for reference/attachments for first payment of work accomplished by contractors and other official communications for servicing to authorized end-users.

- 3.4 Inventory of PMO contracts since the creation of the PMO'S concerned, shall be immediately transmitted to the Records Management Division for reference, including those contracts transmitted to the Records Management and Archives Office.
4. Records Retention and Disposal of Valueless Records
- 4.1 Records shall be disposed of periodically, usually once a year, soon after a file break and nearest the disposal schedule as prescribed.
- 4.2 The Records Management Division shall determine and set its file breaks, audit the active and semi-active records and transfer such inactive records to the non-current records file for safekeeping. The file break may be set at the end of the calendar year, generally set during the slack periods of filing and servicing.
- 4.3 The Records Management Division shall prepare the inventory of the Agency's records holdings in the prescribed forms and shall prepare the disposition schedule in accordance with the approved Records Retention and Disposal Schedule for substantive and facilitative records.
- 4.4 All offices in the Department shall observe the General Records Disposition Schedule prescribed by the DPWH RMIC, as approved by the Records Management and Archives Office in determining the disposal of their valueless records.
- 4.5 Requests for disposal of valueless records held by Offices in the Department shall be coursed to the Chief, Central Records Management Division, who, as Chairman, Sub-Committee on Records Management Improvement Committee, upon receipt of the request shall appraise and examine the disposable records of the requesting office and recommend to the Chairman, DPWH Records Management and Improvement Committee and the Director of Records Management and Archives Office, the manner or method of disposal, and seek the authority to dispose thereof, before any sale, using the prescribed Form. No office shall destroy or sell any record without authority from the Chairman, DPWH Records Management Improvement Committee (RMIC).
- 4.6 All records pertaining to claims and demands by the Department either as a debtor or creditor and are required to be audited by the Commission on Audit, shall not be destroyed or disposed of by the Agency or its instrumentalities, under the authorization granted, without the necessary clearance from the COA, certifying among other things, that the records for disposal are not involved in any case.

- 4.7 The Department Records Officer and/or the Regional Records Officer, who is in custody of the records holdings respectively, shall be responsible for the safekeeping of the valueless records until its disposal is authorized.
- 4.8 To safeguard the sanctity of the records and to check that the records to be disposed of are the same records which were appraised and examined and that no insertions have been done, the actual disposal of records shall be witnessed by a representative of the Department of the Records Management and Archives Office and the COA representative.
5. Authority to Conduct Public Bidding
- 5.1 The Department shall conduct public bidding for the disposal of valueless records once a year following the pertinent provisions on public bidding and awarding of contracts of P.D. 1445; preferably, the public bidding should be conducted towards the end of the calendar year so that the effectivity of the contract of the winning bidder shall be in January of the following year.
- 5.2 The Records Management Division shall furnish the Records Management and Archives Office with a copy of the contract of sale of valueless records.
- 5.3 A certificate of Disposal (Form 6) shall be prepared in duplicate by the Records Management Division and witnessed by the representatives of the Commission on Audit, Records Management and Archives Office and of the Department, upon delivery of the disposable records to the winning bidder.
- 5.4 The certificate shall indicate the nature of the records, the manner, place and date of disposal (Form 6) and their approximate volume in cubic meters and weight.
- 5.5 The original copy is retained in the Records Management Division, a copy is furnished the Records Management archives Office and another copy for the Commission on Audit (COA).
- 5.6 Proceeds of sale realized from the sale of disposable valueless records shall be remitted to the National Treasury.

All orders, rules and regulations or parts thereof, which are inconsistent herewith are hereby repealed or amended accordingly.

This Department Order shall take effect immediately.


FIORIELLO R. ESTUAR
Secretary