



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
Manila

097. 12 DPWH
03-17-2010

MAR 17 2010

SPECIAL ORDER)
No. 59)
Series of 2010)
03-17-10)

SUBJECT: **RECONSTITUTION OF THE DPWH
RECORDS MANAGEMENT IMPROVEMENT
COMMITTEE AND CORRESPONDING
SUB-COMMITTEES**

Pursuant to the provisions of the IRR of RA No. 9470, otherwise known as the National Archives of the Philippines Act of 2007, the Records Management Improvement Committee (RMIC) which was created under Article I, Rule 3 of Department Order No. 4, dated July 19, 1968, of the then Department of General Services is hereby reconstituted to be composed of the following:

Undersecretary for Administration, Finance & IT	-	Chairman
Director III, Administrative and Manpower Management Service	-	Vice-Chairman
Director III, Legal Service	-	Member
Director III, Comptrollership and Financial Management Service	-	Member
Director III, Monitoring and Information Service	-	Member
Director III, Internal Audit Service	-	Member
Director III, Planning Service	-	Member
Bureau/Project Director Concerned	-	Member
COA Representative	-	Observer
Chief, Records Management Division	-	Secretary

The Bureau Director or Project Director concerned shall sit only with the Committee whenever the records holding of his office is the subject of the deliberation and / or evaluation by the Committee.

The Committee shall, among others perform the following functions:

1. Formulate policies on the effective and economical implementation of the DPWH Records Disposition Program;
2. Responsible for the systematic records management program in all phases of records management, i.e., creation, maintenance and disposition, including the use of IT enabling system on Records Management;
3. Oversee the inventory, analysis and evaluation of records;
4. Responsible for the identification and preservation of documents which are of continuing value and requiring permanent retention and records temporary value which may be promptly disposed of at the expiration of predetermined periods;
5. Determine the retention periods of the Department's records and formulate the records Disposition Schedule, subject to the approval of the National Archives of the Philippines (NAP);
6. Secure Authority from the NAP for the disposal of valueless records and/or transfer of archival records;
7. Take charge of the custody of the valueless records until their disposal as authorized;
8. Oversee the actual disposal of records and/or transfer of archival records to NAP and maintain all documents pertaining thereto;
9. Develop policies and techniques for repairing damaged records and take positive steps to prevent loss and unauthorized destruction of records; and,
10. Establish a depository space / area for the storage of records that are no longer needed by the agency but which are not yet ready for disposal.

Whenever necessary, and as need arises, the Committee may seek technical advice and assistance from the National Archives of the Philippines in its tasks of improving records management in the Department.

In the formulation and establishment of Records Management Improvement Program for the Department, the Committee shall be assisted by Sub-Committee which are hereby, likewise, reconstituted to be composed of the following:

For the Central Office:

Chief, Records Management Division	-	Chairman
Chief, Non-Current Records Section (Inventory, Appraisal and Disposal of Records)	-	Member
Chief of Division where records are stored	-	Member
COA Representative	-	Observer

For Regional Offices:

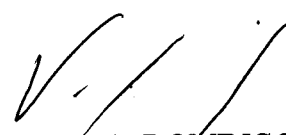
Chief, Administrative Division	-	Chairman
Chief, Records Section	-	Member
Chief of the Division/Section where records are stored	-	Member

The Sub-Committee shall have the following functions and responsibilities:

1. Assist the DPWH Records Management Improvement Committee in the following areas of responsibilities:
 - a. Plan, formulate and undertake the improvement of a Records Management Program for the Department;
 - b. Prepare the action plan preparatory to the Inventory of Records;
 - c. Conduct inventory of all records holdings (by records series) in the Central Office, the various Bureaus, PMO's and Regional, RES, District/City Offices;
 - d. Up-date the Records Disposition Program, subject to review by the DPWH Records Management Improvement Committee, and the approval of the Secretary and the Director, National Archives of the Philippines;
 - e. Submit up-dated Records Disposition Program thru the RMIC, to the National Archives of the Philippines;
2. Implement the Records Disposition Program of their respective Offices as approved by the National Archives of the Philippines;
3. Determine and set file breaks generally during slack periods of filing and servicing at the end of the calendar year;
4. Prepare the request for authority to dispose valueless records of their Offices after a file break for approval by the Director of National Archives of the Philippines;
5. Assist in the conduct of public bidding for award of contract for the disposal of valueless records of their respective Offices following the pertinent provisions of PD 1445, preferably towards the end of the calendar year;
6. Shall have custody of the records holdings of their respective offices and shall be responsible for the safe-keeping of the valueless records until its disposal is authorized; and,
7. Remit to the National Fund all proceeds realized from the sale of disposable valueless records.

DPWH Memorandum Circular No. 120, series of 2003, and other issuances inconsistent with this Special Order are hereby superseded or amended accordingly.

This order takes effect immediately.


VICTOR A. DOMINGO
Acting Secretary



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