



Republic of the Philippines  
Department of Education  
National Capital Region

## SCHOOLS DIVISION OFFICE CITY OF MUNTINLUPA

January 10, 2017

### DIVISION MEMORANDUM

DepEd-MUNTINLUPA
RELEASED _____ <i>ar</i>
DATE _____ <i>1/12/17</i>

TO: OIC – Assistant Schools Division Superintendent  
Chief Education Supervisor, School Governance and Operations Division  
Chief Education Supervisor, Curriculum Implementation Division  
Public and Private Elementary & Secondary School Principals / OIC's

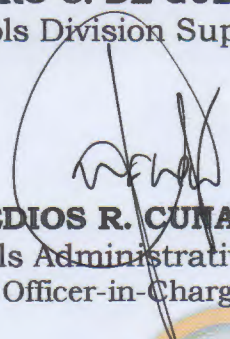
### GUIDELINES ON RECORDS RECOVERY AND DISPOSAL MEASURES

1. Please refer to the attached letter of the Department of the Interior and Local Government (DILG) City Director, Ms. BERNADETTE G. FERINO dated December 21, 2016 anent Memorandum Circular No. 2016-175, entitled: "*Guidelines on Records Recovery and Disposal Measures*" dated December 8, 2016 issued by the DILG Secretary, Honorable, ISMAEL D. SUELO, which is self-explanatory.
2. Please be reminded that a person who wilfully or negligently damages a public record or disposes of or destroys a public record in violation of RA 9470 shall be deemed to have committed an offense (4.3).
3. For information and Guidance.

FOR:

**MAURO C. DE GULAN, Ed. D.**  
Schools Division Superintendent

BY:

  
**REMEDIOS R. CUNANAN, Ph. D.**  
Schools Administrative Officer V  
Officer-in-Charge



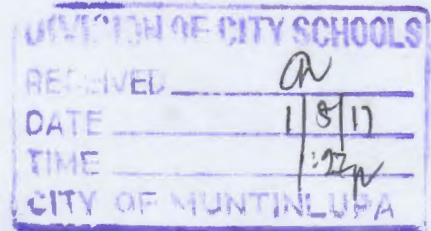


Republika ng Pilipinas  
**PAMAHALAANG LUNGSOD NG MUNTINLUPA**  
 Bahay Pamahalaan ng Lungsod ng Muntinlupa  
 Pambansang Daan, Bgy. Putatan, Lungsod ng Muntinlupa  
 Telepono Blg. 800-64-87  
**TANGGAPAN SA PAMAMAHALA NG MGA KASULATAN**



**MUNTINLUPA CITY RECORDS MANAGEMENT IMPROVEMENT COMMITTEE  
 (MCRMIC)**

**MEMORANDUM**



**For: ALL HEADS OF THE DEPARTMENTS AND OFFICES**

**From: THE CHAIRMAN AND DEPUTY CITY ADMINISTRATOR**

**Subject: - AS STATED -**

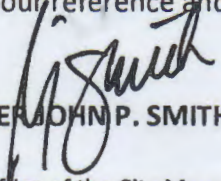
**Date: January 4, 2017**

①

Please find the attached letter of the Department of the Interior and Local Government (DILG) City Director, MS. BERNADETTE G. FERINO dated December 21, 2016 anent to the Memorandum Circular No. 2016-175, entitled: *"Guidelines on Records Recovery and Disposal Measures"* dated December 8, 2016 issued by the DILG Secretary, Honorable ISMAEL D. SUELO which is self-explanatory.

If you have any query or question regarding the said guidelines on records recovery and disposal measures during disaster, please see Ms. Pinky E. Climaco, MCRMIC Secretariat at Records Management Office or call at Telephone No. 800-64-87.

For your reference and guidance.

  
**ROGER JOHN P. SMITH**

cf: Office of the City Mayor  
 Office of the City Administrator  
 Office of the DILG City Director



**ISO 9001:2008 CERTIFIED**  
 CERT. CODE : QMS0708041506KA-001

**YAN ANG TAMA YAN ANG MUNTINLUPA!**



DTS # 08812 2220160028

Republic of the Philippines  
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT  
National Capital Region  
OFFICE OF THE LOCAL GOVERNMENT OPERATIONS OFFICER  
City of Muntinlupa

ADMINISTRATIVE  
RECORDS  
NAME:                       
TIME: 1:26  
DATE: DEC 21 2016

December 21, 2016

HON. JAIME R. FRESNEDI  
City Mayor  
Muntinlupa City

Thru: ENGR. ALLAN A. CACHUELA  
City Administrator

① *Manzan*  
② *CRITO*  
③ *R.J.*  
*[Signature]*

Dear Mayor Fresnedi:

We are respectfully providing you a copy of Memorandum Circular No. 2016-175 entitled "Guidelines on Records Recovery and Disposal Measures" dated December 08, 2016. The issuance provides the proper procedures to be undertaken in the records recovery stage after a disaster.

In compliance to the said memorandum, please facilitate systematic records recovery after a disaster in the LGU by following the guidelines enumerated therein.

For your information and appropriate action.

Very truly yours,

*for: Manzan*  
BERNADETTE G. FERINO  
City Director

cc: General Services Office  
City Disaster Risk Reduction and Management Office

CITY GOVERNMENT OF MUNTINLUPA  
OFFICE OF THE MAYOR  
RECEIVED  
DATE/TIME DEC 22 2016 1:44 PM  
SIGNATURE JOANNE

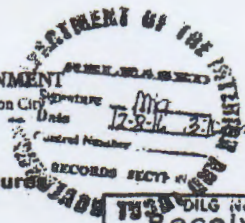
"Matino, Mahusay, at Maaasahan"



Republic of the Philippines

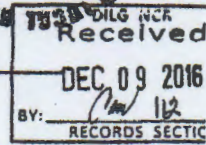
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

DILG-NAFOLCOM Center, EDSA corner Quezon Avenue, West Triangle, Quezon City  
http://www.dilg.gov.ph



**Guidelines on Records Recovery and Disposal Measures**

Memorandum Circular No. 2016-175  
December 8, 2016



**1.0 Background**

- 1.1. Typhoon Lawin recently hit Northern Luzon which had caused damaged to properties including government records in the said areas particularly in Tuguegarao and Ilocos Norte.
- 1.2. The mandate of the National Archives of the Philippines is to assist agencies in calamities, emergencies and disasters to protect and salvage vital government records and archives affected by the said catastrophe

**2.0 Purpose**

The purpose of the policy is to provide guidance to all government agencies on the proper procedures to be undertaken in the recovery stage after a disaster.

**3.0 Scope/Coverage**

All Provincial Governors, City and Municipal Mayors, Punong Barangays, DILG Regional Directors, ARMM Regional Governor, and all others concerned.

**4.0 Policy Content and Guidelines**

- 4.1 The following are the guidelines to facilitate systematic records recovery after disaster:
  - Undertake work that will not endanger human lives. Proceed only when everything is safe and secured.
  - Check existing or remaining records against the agency's inventory of records.
  - Vital records must be prioritized for recovery.
  - Ensure safe handling in the retrieval of records, relocation destinations, transportation arrangements and documentation procedures.
  - Salvage operations include packing and removing records from affected areas; digging up of records, securing against theft, water, insect infestation and other processes.
  - Air dry water damaged records away from sunlight. Do not dry water damaged records under the sun. UV rays from the sunlight will cause fading of what is written or printed on paper documents. If electricity is available, use electric fan but don't point this directly at the records.
  - Carefully remove and dust using soft brush or other suitable instrument. Do not attempt to separate papers which are stuck together.

- Coordinate with NAP for technical assistance on appropriate restoration. Do not attempt to perform restoration activities on records without first consulting with NAP as this may unintentionally do more damage to the records.
- Non-paper materials such as photographic, magnetic and other electronic media require specialized technique of restoration so coordinate with NAP for possible rehabilitation measures.
- Documentation including photography of all procedures must be made for reporting purposes.
- Records damaged by water or other elements can be disposed of only after securing Authority from NAP.

4.3 Disposal of damaged permanent records and damaged permanent public records that have not yet passed their prescribed retention periods shall be considered for authorized disposal only upon submission to NAP of the following requirements:

- Official Report which contains information of the non-usability and extent of damage to the public records; photo documentation and information on what other agency records series can the data of information of the damaged public record be found;
- Request for authority to Dispose of Records in 3 copies and properly filled out with specific records series periods covered and volume of the damaged public records approved and signed by the agency official concerned;
- Certification that the said damaged public records that are subject of audit were post-audited and finally settled; and if expediency demands and upon the order of the Executive Director, an official assessment from NAP representative who shall conduct an actual physical inspection and evaluation of the damaged records may be requested. A report of this assessment maybe appended to a request for an Authority to Dispose
- A person who willfully or negligently damages a public record or disposes of or destroys a public record in violation of RA 9470 shall be deemed to have committed an offense.

②

**5.0 References**

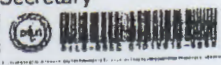
- 5.1 Letter from Executive Director Victorino Mapa Manalo, C.E.S.E, National Archives of the Philippines.
- 5.2 Memorandum Circular 001, s. 2014, entitled, " Guidelines on Records Recovery and Disposal Measures"

**6.0 Effectivity**

This Memorandum Circular shall take effect immediately.

**7.0 Approving Authority**

*Ismael D. Sueno*  
**ISMAEL D. SUENO**  
 Secretary



**8.0 Feedback**

For related queries, kindly contact the National Archives of the Philippines at Tel Nos. (02) 525-1828 or at thru their website: [www.nationalarchives.gov.ph](http://www.nationalarchives.gov.ph) or thru their email: [phinatarch@yahoo.com](mailto:phinatarch@yahoo.com)