

Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

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DepEd-Division Office of Cagayan
Office of the SDS
Date: Jan 24 2022
Time: _____
By: _____

OUA MEMO 00-0122-0096
MEMORANDUM
06 January 2022

For: **Regional Directors
Schools Division Superintendents
All Others Concerned**

Subject: **DISSEMINATION OF THE NATIONAL ARCHIVES OF THE
PHILIPPINES (NAP) GUIDELINES ON RECORDS RECOVERY
AND DISPOSAL MEASURES**

As part of the response to the effects of Typhoon "Odette," specifically the destruction of the Department's official records, the Office of the Undersecretary for Administration (OUA) disseminates NAP Memorandum Circular No. 1, s. 2014 titled *Guidelines on Records Recovery and Disposal Measures*.

Please note that the NAP is ready to conduct post-disaster missions and/or workshops in the affected areas. It will assist agencies in protecting and salvaging their records and archives in times of calamities, emergencies and disasters. For this purpose, all concerned may contact the NAP Office through (02) 8574 3231 or email at nationalarchives@nationalarchives.gov.ph.

In reference to DepEd Memorandum No. 133, s. 2016 titled *National Inventory of Public Records*, the OUA also enjoins all concerned to conduct an inventory of records which would greatly help in the recovery and reporting of damaged records.

For more information and queries on this subject, please contact Ms. Rose Marie D. Moscoso and Ms. Alma D. Apanay of the Administrative Service-Records Division (AS-RD) through 0906 464 3647 and 0935 877 8396, respectively. Both personnel may also be reached through email at as.rd@deped.gov.ph.

For information and compliance.

ALAIN DEL B. PASCUA
Undersecretary



Office of the Undersecretary for Administration (OUA)

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRMMS), Bureau of Educational Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSS), Department of Education, Central Office, Meralco Avenue, Pasig City, Rm 519, Mabini Bldg; Mobile: +639260320762; Tel: (+632) 86332037, 652-865-6207; Email: usec.admin@deped.gov.ph; Facebook/Twitter @deped]



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DEPED DIVISION OF CAGAYAN
RECORDS SECTION
RELEASED
JAN 24 2022

To: Asst. Schools Division Superintendent
Division Chiefs—CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
Section Chiefs
All other Concerned

For Information.

Thank you.

SUSAN S. COLLANO
Asst. Schools Division Superintendent
OIC- Office of the Schools Division Superintendent



NATIONAL ARCHIVES OF THE PHILIPPINES
Pambansang Sinupan ng Pilipinas

3 January 2022

HON. LEONOR M. BRIONES

Secretary
Department of Education



Dear **Secretary Briones**:

From the National Archives of the Philippines (NAP), Mabuhay!

We are one with all the sectors of society in expressing our deep concern for those that were affected by the recent typhoon. In such times of disaster, we would like to gently and respectfully remind everyone that records are often also badly affected. We are therefore conveying for dissemination the attached guidelines on what to do in post-disaster situations for records in your offices in regional centers in the Visayas and Mindanao provinces.

We would, likewise, like to know if you have considerable amounts of records damaged by the typhoon which require our conservation intervention. We have learned from our previous experiences that people are not immediately ready to deal with records issues right after catastrophes. This is why we only send records assistance missions to the affected areas a month or two after disasters strike.

We have been conducting workshops on disaster prevention methodologies to try to avoid further damage to records. In the event that records are unrecoverable we may also assist with proper disposal following prescribed procedures as required by law.

Please be assured that we are ready to conduct our post-disaster missions/workshops in your designated areas in coordination with your office when you deem yourselves ready to address post-disaster needs.

Should you have any questions, your offices may get in touch with us at (02) 8524 – 3231 or thru email: nationalarchives@nationalarchives.gov.ph.

Thank you.

Very truly yours,

VICTORINO MAPA MANALO, CESE
Executive Director

National Archives of the Philippines

REPUBLIC OF THE PHILIPPINES
NATIONAL ARCHIVES OF THE
PHILIPPINES

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Website: www.nationalarchives.gov.ph/E-mail:
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MEMORANDUM CIRCULAR No. 001 s. 2014

TO : ALL HEADS OF DEPARTMENTS,
AGENCIES AND INSTRUMENTALITIES
OF THE NATIONAL GOVERNMENT,
INCLUDING GOVERNMENT-OWNED
AND CONTROLLED CORPORATIONS,
GOVERNMENT FINANCIAL IN-
STITUTIONS, CONSTITUTIONAL
OFFICES, LOCAL GOVERNMENT
UNITS, STATE/LOCAL COLLEGES
AND UNIVERSITIES, GOVERNMENT
HOSPITALS AND WATER DISTRICTS

SUBJECT : GUIDELINES ON RECORDS
RECOVERY AND DISPOSAL
MEASURES

I. Background

This Memorandum Circular aims to provide guidance to all government agencies on the proper procedures to be undertaken in the recovery stage after a disaster.

This Memorandum Circular is prepared pursuant to Article II, Sec. 9(i) of Republic Act No. 9470 which authorizes the National Archives of the Philippines (NAP) to establish and implement government-wide program on public records and archives counter disaster planning.

II. Guidelines

The following are the guidelines to facilitate systematic records recovery after disaster:

- A. Only undertake work that will not endanger human lives. Proceed only when everything is safe and secured.
- B. Check existing/remaining records against the agency's inventory of records;
- C. Vital records must be prioritized for recovery;
- D. Ensure safe handling in the retrieval of records, relocation destination, transportation arrangements and documentation procedures;
- E. Salvage operations include packing and removing records from affected areas; digging up of records, securing against theft, water, insect infestation, and other processes;
- F. Air-dry water damaged records away from sunlight. Do not dry water damaged records under the sun. UV rays from sunlight will cause fading of what is written/printed on paper documents. If electricity is available, use electric fans but don't point these directly at the records.
- G. Carefully remove dirt and dust using soft brush or other suitable instrument. Do not attempt to separate papers which are stuck together.
- H. Coordinate with NAP for technical assistance on appropriate restoration. Do not attempt to perform restoration activities on the records without first consulting NAP. This may unintentionally do more damage to the records.
- I. Non-paper materials such as photographic, magnetic and other electronic media require specialized techniques of restoration. Please coordinate with NAP for possible rehabilitation measures.
- J. Documentation including photography of all procedures must be made for reporting purposes.

- K. Records damaged by water or other elements can be disposed of only after securing Authority from NAP.
- L. Rule 13 of NAP General Circular No. 2 states that disposal of damaged permanent public records and damaged 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:
1. Official Report which contains information of the non-usability and extent of damage of records as well as causes of the damage to the public records; photo documentation and information on what other agency records series can the data or information of the damaged public records be found;
 2. Request for Authority to Dispose of Records (NAP Form No. 3) in three (3) copies and properly filled-out with the specific records series, period covered and volume of the damaged public records, approved and signed by agency officials concerned;
 3. Certification that the said damaged public records that are subject of audit were post-audited and finally settled and/or the records involved in a case or investigation were finally decided upon or settled; and,
4. If expediency demands and upon the order of the Executive Director, an official assessment by a NAP Representative who shall conduct an actual physical inspection and evaluation of the damaged records may be requested. A report of this assessment may be appended to a request for an Authority to Dispose.
- M. Article V, Rule 14 of NAP General Circular No. 2 stipulates that a person who, wilfully or negligently damages a public record or disposes of or destroys a public record in violation of the provisions of R.A. 9470 or contravenes or fails to comply with any provision of said Act and its IRR shall be deemed to have committed an offense.

III. Directive

All heads of the departments, agencies, and instrumentalities of the National Government, including GOCCs, GFIs, Constitutional Offices, LGUs, SUCs, Government Hospitals and Water Districts affected by earthquake and typhoon Yolanda are enjoined to implement the guidelines stated herein for records recovery and proper disposal of records.

This Memorandum Circular shall take effect immediately.

DONE, in the City of Manila, this 15th day of January in the year of our Lord, Two Thousand and Fourteen.

(Sgd.) VICTORINO MAPA MANALO
Executive Director