



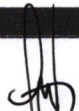
Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
DILG Region XIII (CARAGA)
1559 Matimco Bldg, Km 4., Libertad, Butuan City
caraga.dilg.gov.ph

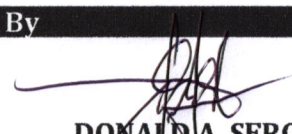
Document Code		
FM-R13-SP-01A-01		
Rev. No.	Eff. Date	Page
00	10.16.17	1 of 1

Name of Division/FOU: Finance and Administrative Division

MASTER LIST OF MAINTAINED DOCUMENTED INFORMATION (INTERNAL)

MASTER LIST OF MAINTAINED DOCUMENTED INFORMATION (INTERNAL)							
DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
MANAGEMENT OF RECORDS							
QP-R13-FAD-11	Quality Procedure	10.16.17					
QO-QP-R13-FAD-11	Quality Objective	10.16.17					
QME-QP-R13-FAD-11	Quality Monitoring and Evaluation	10.16.17					
FM-QP-R13-FAD-11-01A	Process Summary Logsheet	10.16.17					
FM-QP-R13-FAD-11-01B	Process Summary Logsheet	10.16.17	10.16.18				
FM-QP-R13-FAD-11-01C	Process Summary Logsheet	10.16.17	10.16.18				

Prepared By

KAREN GRACE S. GABINETE
LG00 II
Document Controller

Noted By

DONALD A. SERONAY
Asst. Regional Director
Regional QMR




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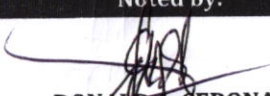
Document Code		
FM-R13-SP-01B-01		
Rev. No.	Eff. Date	Page
00	10.16.17	1 of 1

Name of Division/FOU: FINANCE AND ADMIN. DIVISION

MASTER LIST OF MAINTAINED DOCUMENTED INFORMATION (EXTERNAL)

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
	NAP Form 1 National inventory Form 2012						
	NAP Form 2 Records Disposition Schedule						
	NAP Form 3 Records Inventory & Appraisal						
	NAP General Records Disposition System						

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Noted by:

DONATO A. SERONAY
Asst. Regional Director
Quality Management Representative



PROCEDURE TITLE	MANAGEMENT OF RECORDS		
SCOPE	This process starts from the receipt of documents, maintenance and storage, to release and disposal of records in compliance with NAP regulations.		
PURPOSE/S	To ensure the systematic control and management of the Regional Records and ensure NAP regulations' compliance.		
PROCESS DESCRIPTION			
INPUT		PROCESS	OUTPUT
CO, NGAs, LGUs,NGOs, FOU	Documents /Records	Data Base Communication Tracking/Log	ROUTED DOCUMENT RECIPIENT / CUSTOMERS (ORD, Division/Section, FOU, NGAs, NGOs)

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
1	Designated Records Officer/receiving Clerk	Received distribution of documents/records	<p>RECEIVED DOCUMENTS RECORDS AND CLASSIFY</p> <ul style="list-style-type: none"> • For Internal distribution <ol style="list-style-type: none"> a. Check the completeness of attachments/enclosures, if any. Inform originating office of documents/records which are unsigned or with incomplete enclosures for appropriate action b. Stamped all documents with "RECEIVED" (date,time,signature/initial) *except personal communications *for confidential documents/records outside the envelope and keep the packaging/envelope intact and log 	<ul style="list-style-type: none"> • Data base communication tracking • Logbook for the miscellaneous • Soft copy of save & scanned documents in desktop • Hard copy of selected documents



DILG – REGION XIII (CARAGA)

QUALITY PROCEDURE (QP)

Document Code

QP-R13-FAD-11

Rev. No.

00

Eff. Date

10.16.17

Page

2 of 6

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			<p>accordingly and forward to concerned personnel</p> <p>c. Read, analyze, scan, the document and classify as to:</p> <ul style="list-style-type: none"> • Regional • FOU's • NGAs • NGOs • Confidential & personal <p>d. For receiving emails ensure that all be read for the day and all attached files be save and acknowledge</p> <ul style="list-style-type: none"> • Encode documents/records on Data base communication tracking except personal and miscellaneous for logbook only • Route to concerned Section/Division /Personnel 	
2	Designated Records Officer/receiving Clerk	Released distribution for documents	<ul style="list-style-type: none"> • FOR INTERNAL <ol style="list-style-type: none"> a. identified concerned division or personnel • FOR EXTERNAL <ol style="list-style-type: none"> a. Identify the addressee with complete and exact address with original attached documents b. Photocopy of receiving file c. Stamped the documents with "RELEASED" (date,time,signature/initial) d. For mailing (LBC or Postal) ensure that the tracking number /registered number is recorded to logbook. e. For hand carry documents ensure that 	<ul style="list-style-type: none"> • Transmittal letter as receiving copy or file • Registered mail or thru LBC • Thru Email or Fax • Messenger/Lias on Personnel



Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			the	
3	Designated Records Officer/receiving Clerk	Assign control number	<ul style="list-style-type: none"> Assign a serial number to the following regional issuances and indicate as follows: <ul style="list-style-type: none"> Regional Order Regional Memo Circular Office Order Memorandum Stamped "Released" the documents/records Log the release documents/records with tracking number if registered mail or private courier 	<ul style="list-style-type: none"> Regional Issuances Logbook (with basis serial numbering) <ul style="list-style-type: none"> Logbooks
4	Designated Records Officer/receiving Clerk	Maintain Files/storage	<ul style="list-style-type: none"> Scan the issuances and save to designated electronic folders. File copies of original issuances of the Regional Office to designated folders Secure backup of scanned issuances. 	<ul style="list-style-type: none"> Data Base communication tracking
5	Designated Records Officer/receiving Clerk	Inventory of files	<ul style="list-style-type: none"> Appraise records by conducting inventory of documents/records annually by file station or cabinets in accordance with the NAP General records disposition schedule common all gov't agencies (GRDS) and DILG records disposition schedule (RDS) Accomplish the NAP Form No.1 Records Inventory and Appraisal and NAP National Inventory Form 2012 and establish/update retention and disposition period of records 	<ul style="list-style-type: none"> NAP Form 1 records inventory and appraisal inventory Form NAP National inventory Form 2012
6	Designated Records Officer/receiving	Receive turned-over non-current record	<ul style="list-style-type: none"> Record the receipt of turned-over non-current records and 	<ul style="list-style-type: none"> List of non-current Records



Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
	Clerk		<p>Receive and classify whether valueless or permanent records.</p> <ul style="list-style-type: none"> For permanent records, include in the List on non-current Records and store accordingly. For valueless records, confirm that the indicated retention period is already exceeded as per GRDS of NAP and agency RDS. Once confirmed, list, bundle and measure in cubic meter ready for disposal. 	<ul style="list-style-type: none"> NAP Circular No. 1&2 GRDS Common to all Government Agencies Agency Records Disposition Schedule List of Disposable Records
7	Designated Records Officer/receiving Clerk	Request authority to Dispose of Records	<ul style="list-style-type: none"> If sufficient volume or weight of records for disposal is met, prepare request for NAP authorization to dispose records with Letter-Request and Memo-transmittal. Submit request to SILG or authorized representative for signature. 	<ul style="list-style-type: none"> Letter-request Memo-transmittal NAP Form No. 3 "Request for Authority to Dispose of Records"
8	Authorized Representative	Approve Request	<ul style="list-style-type: none"> Sign Request for Authority to Dispose Records. Return request to Records Section. 	<ul style="list-style-type: none"> Letter-request Memo-transmittal NAP Form "Request for Authority to Dispose of Records"
9	Designated	Record and Release	<ul style="list-style-type: none"> Log the approved 	<ul style="list-style-type: none"> Signed



Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
	Records Officer/receiving Clerk	the Request	request. <ul style="list-style-type: none">Forward the Letter-request and NAP Form to NAP.	NAP Form "Request for Authority to Dispose of Records" and Letter-request
10	Designated Records Officer/receiving Clerk	Receive Authority to Dispose of Records	<ul style="list-style-type: none">Receive and log Authority to Dispose.Prepare Request for Public Bidding and Supporting Documents and submit to GSD, Procurement Section.	<ul style="list-style-type: none">NAP Form No. 3 "Authority to Dispose of Records"
11	GSD, Procurement Section, Bids and Awards Committee	Conduct Public Bidding	<ul style="list-style-type: none">Refer to procedure on Public Bidding.	<ul style="list-style-type: none">Procurement thru Public Bidding
12	Designated Records Officer/receiving Clerk	Request the Disposal Date	<ul style="list-style-type: none">Submit Contract with Winning Bidder to NAP and request for the Disposal Date.	<ul style="list-style-type: none">Contract
13	Designated Records Officer/receiving Clerk	Receive NAP Resolution for Disposal of Records	<ul style="list-style-type: none">Receive and log NAP Resolution for disposal of records.Coordinate and inform schedule of disposal to participants.	<ul style="list-style-type: none">NAP Resolution for Disposal of Records
14	Chief, GSD; Records Officer; COA and NAP representatives; Cashier	Conduct actual Disposal	<ul style="list-style-type: none">Conduct actual disposal to be witnessed by NAP, COA representative and DILG-CO representatives.Sign the records of disposalRecords Officer: Remit sale to Cash Section who will then issue Official Receipt.	<ul style="list-style-type: none">Records of DisposalOfficial Receipt
15	Designated Records	Prepare Certificate of	<ul style="list-style-type: none">Fill-up NAP Form "Certificate of Disposal"	<ul style="list-style-type: none">NAP Form No. 6 "Certificate

**QUALITY
PROCEDURE (QP)**

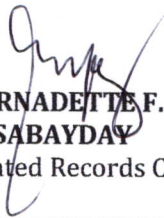
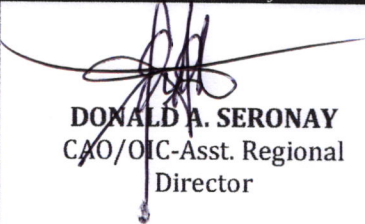
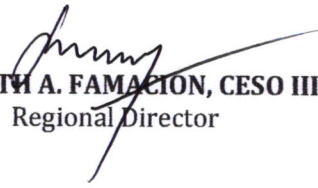
Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
	Officer/receiving Clerk	Disposal	indicating the records series, manner, date and place of disposal, volume of record disposed and the amount of sale and official receipt number. • Retain the original copy and provide 1 copy to NAP and another copy to COA	of Disposal of Records”
16	Designated Records Officer/receiving Clerk	Retain records	• Retain all records generated in accordance with Control of Retained Documented Information Procedure and Masterlist of Records	• Control of Retained Documented Information Procedure • Masterlist of Records (_____)

DEFINITION OF TERMS:

- Number Sequence System– documents are arranged by number series annually with corresponding title of the issuances, documents/records.

LEGAL REFERENCE:

- National Archives of the Philippines Act of 2007

Prepared By	Reviewed By	Approved By
 BERNADETTE F. SABAYDAY Designated Records Clerk	 DONALD A. SERONAY CAO/OIC-Asst. Regional Director	 LILIBETH A. FAMACION, CESO III Regional Director
Process Owner	Regional QMR	Top Management



DILG CENTRAL OFFICE
**QUALITY
OBJECTIVE (QO)**

Document Code		
QO-QP-R13-FAD-11		
Rev. No.	Eff. Date	Page
00	10.01.15	1 of 2

BUREAU/SERVICE	FINANCE AND ADMIN. DIVISION
QUALITY PROCEDURE TITLE	MANAGEMENT OF RECORDS

Function	Key Performance Indicators (KPI)			Frequency of Monitoring Results	Responsible for Monitoring	Applicable Documents (e.g. Communication Tracking System Database, Logbook, etc.)
	Objective	Target	Indicator/Formula (if applicable)			
<ul style="list-style-type: none"> • Management of Records(Receipt, Release, and Storage) 	<ul style="list-style-type: none"> • Timely action on Documents received within 1 working day upon receipt. 	<ul style="list-style-type: none"> • 100% 	<ul style="list-style-type: none"> • Total no. Of documents received and routed within 1 day upon receipt • Total no. Of documents released and log within 1 day upon receipt 	<ul style="list-style-type: none"> • Monthly • Monthly 	<ul style="list-style-type: none"> • Designated Records Clerk 	<ul style="list-style-type: none"> • Management of Records (Receipt, Release, and Storage)Process Data base and Logbooks
<ul style="list-style-type: none"> • Disposal of records 	<ul style="list-style-type: none"> • Timely request for NAP authority to dispose record 5 working days upon receipt of SILG/Authorized Representative on Authority to Dispose • Timely preparation of certificate of disposal within 	<ul style="list-style-type: none"> • ≤5workin g days • ≤5workin g days 	<ul style="list-style-type: none"> • Date received of SILG/Authorized Representative on approved Authority to Dispose • Date of Request (NAP) • No. of days elapsed • Certificate of disposal – Indicating the records series, date official receipt/number/amount/Date of conduct and place of disposal, volume of records disposed and 	<ul style="list-style-type: none"> • 5th working day of the ensuing month of submission • ≤5 working days on preparation of certificate of disposal 	<ul style="list-style-type: none"> • Designated Records Clerk • Designated Records Clerk 	<ul style="list-style-type: none"> • NAP form request for authority to dispose • Certificate of Disposal



DILG CENTRAL OFFICE
**QUALITY
 OBJECTIVE (QO)**

Document Code		
QO-QP-R13-FAD-11		
Rev. No.	Eff. Date	Page
00	10.01.15	2 of 2

Function	Key Performance Indicators (KPI)			Frequency of Monitoring Results	Responsible for Monitoring	Applicable Documents (e.g. Communication Tracking System Database, Logbook, etc.)
	Objective	Target	Indicator/Formula (if applicable)			
	5 working days upon actual conduct of disposal		signatures of witnesses • Date of Certificate of Disposal • Date of Actual Disposal • No. of days elapsed			

Prepared By	Reviewed By	Approved By
BERNADETTE F. SABAYDAY Designate Records Clerk	DONALD A. SERONAY Chief Admin. Officer/OIC – Asst. Regional Director	LILIBETH A. FAMACION, CESO III Regional Director
Process Owner	Regional QMR	Top Management



DILG CENTRAL OFFICE
**PROCESS QUALITY MONITORING
 AND EVALUATION (QME)**

Document Code
QME-QP-R13-FAD-11

Rev. No.	Eff. Date	Page
00	10.16,17	1 of 2

BUREAU/SERVICE	FINANCE AND ADMIN DIVISION													
PROCEDURE TITLE	MANAGEMENT OF RECORDS													
OBJECTIVE STATEMENT	1. 100% of received incoming documents acted within 1 working day upon receipt. 2. 100% of released outgoing documents acted within 1 working day upon receipt. 3. Timely request for NAP authority to dispose records within five (5) working days upon receipt of SILG/Authorized representative's approved authority to dispose. 4. Timely preparation of Certificate of Disposal within five (5) working days upon actual conduct of disposal.													
CURRENT PERIOD														
INDICATORS	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	
Objective 1: 100% of received Documents acted upon within 1 working day upon receipt.														
A	Total no. of incoming documents received within the day.													
B	Total No. of incoming documents routed within the day.													
C	Formula: $\frac{A}{B} \times 100$	Target Result: 100%												
D	Gap Analysis: In case the objective is not met, put your analysis why it is not met													
INDICATORS	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	
Objective 2: 100% of released Documents acted upon within 1 working day upon receipt.														
A	Total no. of outgoing documents released within the day.													
B	Total No. of outgoing documents logged & numbered within the day.													
C	Formula: $\frac{A}{B} \times 100$	Target Result: 100%												
D	Gap Analysis: In case the objective is not met, put your													

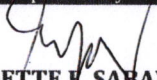
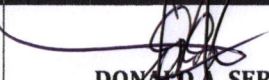
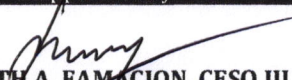


DILG CENTRAL OFFICE
**PROCESS QUALITY MONITORING
AND EVALUATION (QME)**

Document Code
QME-QP-R13-FAD-11

Rev. No.	Eff. Date	Page
00	10.16,17	2 of 2

analysis why it is not met													
Objective 3: Timely request for NAP authority to dispose records within five (5) working days upon receipt of SILG/Authorized representative's approved authority to dispose.													
A	Date received of SILG/Authorized representative on Authority to Dispose Records												
B	Date of Request (NAP)												
C	No. of days elapsed	Target result ≤ 5 working days											
D	Gap Analysis: In case the objective is not met, put your analysis why it is not met												
Objective 4: Timely preparation of Certificate of Disposal within five (5) working days upon actual conduct of disposal.													
A	Date of Certificate of Disposal												
B	Date of Actual Disposal												
C	No. of days elapsed	Target result ≤ 5 working days											
D	Gap Analysis: In case the objective is not met, put your analysis why it is not met												
Note: For unmet targets, the QMS Secretariat will issue Corrective/Action Report (CAR) duly signed by the DILG-CO Deputy QMR.													

Prepared By	Reviewed By	Approved By
 BERNADETTE F. SARAYDAY Designate Records Clerk	 DONALD A. SERONAY Chief Admin. Officer/ OIC -Asst. Regional Director	 LILIBETH A. FAMACION, CESO III Regional Director
Process Owner	Regional QMR	Top Management



Document Code		
FM-QP-R13-FAD-11-01A		
Rev. No.	Eff. Date	Page
00	10-16-17	1 of 1

FREQUENCY OF MONITORING: Monthly

CURRENT PERIOD:

[illegible]

Prepared By _____

BERNADETTE F. SABAYDAY

Designated Records Clerk

Process Owners

Reviewed By

DONALD A. SERONAY

Chief Admin Officer/OIC-Asst. Regional Director

Regional OMR

Approved By _____

LILIBETH A. FAMACION, CESO III

Regional Director

Top Management



DILG REGION XIII (CARAGA)

Management of Records Process Summary Logsheet (PSL)

Document Code

FM-QP-R13 -FAD-11-01A

Rev. No.	Eff. Date	Page
00	10-16-17	1 of 1

QUALITY OBJECTIVE: 100% of received documents/communication acted upon, same day upon receipt.

FREQUENCY OF MONITORING: Monthly

CURRENT PERIOD:

No.	DATE RECEIVED	SENDER/ORIGIN	PARTICULARS	ROUTED TO	DOC. NO./ LOCATION	REFERENCE
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

Prepared By

BERNADETTE F. SABAYDAY

Designated Records Clerk

Process Owner

JOCELYN C. JAYOMA

Chief Admin. Officer

Deputy QMR

Reviewed By

DONALD A. SERONAY

Assistant Regional Director

Regional QMR

Approved By

LILIBETH A. FAMACION, CESO III

Regional Director

Top Management



Document Code

FM-QP-R13-FAD-11-01B

Rev. No.

Eff. Date

Page

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10-16-17

1 of 1

QUALITY OBJECTIVE: 100% of released documents/communication acted upon, same day upon receipt.

FREQUENCY OF MONITORING: Monthly

CURRENT PERIOD:Prepared By

BERNADETTE F. SABAYDAY

Designated/Records Clerk

Process Owners

Reviewed By

DONALD A. SERONAY

Chief Admin. Officer/OIC -Asst. Regional Director

Regional QMR

Approved By

LILIBETH A. FAMACION, CESO III

Regional Director

Top Management



Document Code		
FM-QP-R13-FAD-11-01B		
Rev. No.	Eff. Date	Page
00	10-16-17	1 of 1

FREQUENCY OF MONITORING: Monthly

CURRENT PERIOD:

[illegible]

Prepared By

BERNADETTE F. SABAYDAY

Designated Records Clerk

Process Owner

JOCELYN C. JAYOMA

Chief Admin. Officer

Deputy QMR

Reviewed By

DONALD A. SERONAY

Assistant Regional Director

Regional QMR

Approved By

LILIBETH A. FAMACION, CESO III

Regional Director

Top Management



DILG REGION XIII (CARAGA)

Management of Records Process Summary Logsheets (PSL)

Document Code		
FM-QP-R13-FAD-11-01C		
Rev. No.		Page
00	10-16-17	1 of 1

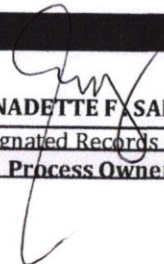
QUALITY OBJECTIVE : 1. Timely request for NAP authority to dispose records within five (5) working days upon receipt of SILG/Authorized representative's approved authority to dispose

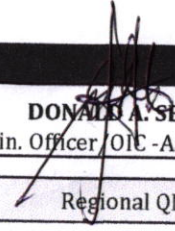
2. Timely preparation of Certificate of Disposal within five (5) working days upon actual conduct of disposal

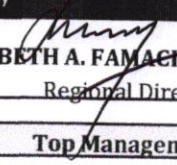
FREQUENCY OF MONITORING :

CURRENT PERIOD :

No.	Date received of Request for Disposal	Preparation of Certificate of Disposal	Date Released within 5 Working Day		Remarks
			MET	UNMET	

Prepared By
 BERNADETTE F. SABAYDAY Designated Records Clerk Process Owners

Reviewed By
 DONALD A. SERONAY Chief Admin. Officer / OIC - Asst. Regional Director Regional QMR

Approved By
 LILIBETH A. FAMACION, CESO III Regional Director Top Management

NATIONAL ARCHIVES OF THE PHILIPPINES <i>Pambansang Sinupan ng Pilipinas</i> RECORDS INVENTORY AND APPRAISAL		AGENCY				ORGANIZATIONAL UNIT			TELEPHONE NO.:		
		ADDRESS				PERSON-IN-CHARGE OF FILES			DATE PREPARED		
RECORDS SERIES TITLE & DESCRIPTION	PERIOD COVERED	VOLUME IN CUBIC METER	LOCATION OF RECORDS	FREQUENCY OF USE	DUPLICATION	TIME VALUE T / P	UTILITY VALUE Adm / F / L / Arc	RETENTION PERIOD			DISPOSITION PROVISION
								Active	Storage	Total	

LEGEND:

TIME VALUE: T - Temporary P - Permanent
 UTILITY VALUE: Adm - Administrative F - Fiscal L - Legal Arc - Archival

PREPARED BY:

ASSISTED BY:

APPROVED BY:

 Name and Position

 NAP Records Management Analyst

 Chief of the Division/Department

<div><div>NATIONAL ARCHIVES OF THE PHILIPPINES <i>Pambansang Sinupan ng Pilipinas</i></div><div>REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS</div></div>		AGENCY NAME:	
		ADDRESS:	
DATE:		TELEPHONE NUMBER:	
GRDS/ RDS ITEM NO.	RECORD SERIES TITLE AND DESCRIPTION	PERIOD COVERED	RETENTION PERIOD AND PROVISION/S COMPLIED <i>(If Any)</i>
LOCATION OF RECORDS:		VOLUME IN CUBIC METER:	
PREPARED BY: (Name & Signature)		POSITION:	
<div>CERTIFIED AND APPROVED BY:</div> <div>This is to certify that the above mentioned records are no longer needed and not involved nor connected in any administrative or judicial cases.</div> <div></div> <div>Name and Signature of Agency Head or Duly Authorized Representative</div>			

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	

9. Prepared by:	11. Recommending Approval:
<div><div>Name</div><div>Position</div></div>	<div><div>Name</div><div>Position</div></div>
10. Assisted by:	12. Approved:
<div><div>Name</div><div>Position</div></div>	<div><div>Name</div><div>Position</div></div>

TO BE ACCOMPLISHED BY THE NATIONAL ARCHIVES OF THE PHILIPPINES

This Records Disposition Schedule

- ☐ is being returned for improvement / correction
- ☐ is being recommended for approval

Chairman

Records Management Evaluation Committee

Date

APPROVED:

Executive Director

Date

<div>NATIONAL ARCHIVES OF THE PHILIPPINES <i>Pambansang Sinupan ng Pilipinas</i> RECORDS DISPOSITION SCHEDULE</div>		1. AGENCY NAME:			
		2. ADDRESS:			
3. SCHEDULE NO.:		4. DATE PREPARED:			
5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	

IMPORTANT: Pursuant to Section 18, Article III, RA 9470 s. 2007, "No government department, bureau, agency and instrumentality shall dispose of, destroy or authorize the disposal or destruction of any public records, which are in the custody or under its control except with the prior written authority of the executive director."