



097.13 DPWH  
05-28-2018

DEPARTMENT ORDER  
NO. 86  
Series of 2018 Oct. 28. 19

**SUBJECT: Policy on the Central Repository of Records in the Central, Regional and District Engineering Offices**

## 1. General Policies

- 1.1 To ensure Department—wide control of incoming and outgoing documents and prompt action on the same, all Offices of this Department (Services, Bureaus, Project Management Offices, Regional Offices and District Engineering Offices) shall coordinate with the Records Management Division (RMD), HRAS. Pursuant to Article 8, Rule 5 of the Implementing Rules and Regulations of the Republic Act No. 9470, the term “document” shall refer to “recorded information regardless of medium or characteristics”, and may be used interchangeably with “records”.
- 1.2 All incoming and outgoing documents shall be coursed through the Records Management Division, HRAS in the Central Office and through its counterparts: Records Management Section (RMS) in Regional Offices and Records Management Unit (RMU) in District Engineering Offices (DEOs).
- 1.3 No incoming document shall be acted upon by officials and staff unless this is officially received and recorded by the RMD/RMS/RMU.
- 1.4 Only liaison officers of the Central, Regional and DEOs are authorized to deliver documents to concerned offices, to be received by their respective records clerks. The “hand-carrying” of documents by unauthorized personnel is strictly prohibited.
- 1.5 All outgoing documents shall be coursed to the RMD/RMS/RMU for official release and retention of agency copies. For digitization and storage purposes, all offices are required to provide the RMD/RMS/RMU with a copy of records/documents listed below:

Record/Document Type		Details
<b>1</b>	<b>Implemented Contracts for Central Office</b>	One (1) Original Copy
	- Civil Works	
	- Goods and Services	
	- Consultancy Services (incl: Contract of Service for Executive Committee Consultants and Job Orders)	
	- Memorandum of Agreement (MOA)	
<b>2</b>	<b>ISO Documents</b>	Master Copy
	- Office Procedures	
	- Quality Manual	One (1) Duplicate Copy
<b>3</b>	- References (incl: DPWH Training Calendars, Organizational Charts, Blue Book)	
	<b>Annual Reports</b>	One (1) Electronic Copy
<b>4</b>	<b>External Correspondences (Inter-agency, Public)</b>	One (1) Receiving Copy
<b>5</b>	<b>201 Files of Retired Personnel (Claimed Benefits)</b>	One (1) Original Copy

## 2. Implementation of the Records Disposition Schedule

- 2.1 The RMD/RMS/RMU shall conduct an annual review of records for retention and for disposal, in accordance with Department Memorandum Circular No. 47, Series of 2012 or the DPWH Records Disposition Schedule (RDS) approved by the Executive Director of the National Archives of the Philippines (NAP). All Offices shall likewise comply with the RDS, which can be downloaded from the DPWH website: [www.dpwh.gov.ph](http://www.dpwh.gov.ph).
- 2.2 The RMD/RMS/RMU may conduct the overall review of records at the end of the calendar year or generally set during slack periods of filing and servicing.

This Order supersedes Department Order No. 84 Series of 1989 (Guidelines on the Administration and Management of All Communications, Contracts and Valuable Documents of DPWH) and shall take effect immediately.



**MARK A. VILLAR**

Secretary

10.1.4 VGV/RPE/RMB/MSV

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