



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
 Bonifacio Drive, Port Area, Manila

097.12.DPWH
85-31-2019 *19-3533*

MAY 30 2019

SPECIAL ORDER

37

NO. _____
Series of 2019

**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 and its Implementing Rules and Regulations, the Records Management Improvement Committee (RMIC) is hereby reconstituted to be composed of the following:

- Chairperson** : Undersecretary for Support Services
- Vice-Chairperson** : Assistant Secretary for Support Services
- Members** :
 - : Director, Planning Service
 - : Director, Public-Private Partnership Service
 - : Director, Procurement Service
 - : Director, Human Resource and Administrative Service
 - : Director, Finance Service
 - : Director, Information Management Service
 - : Director, Legal Service
 - : Director, Stakeholders Relations Service
 - : Director, Internal Audit Service
 - : Bureau/Project Director Concerned
- Observer** : COA Representative
- Secretary** : Chief, Records Management Division

The Bureau Director or Project Director concerned shall sit only with the Committee whenever the records holding of his/her 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;

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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-Committees which are hereby, likewise, reconstituted to be composed of the following:

For Central Office:

- Chairperson** : Chief, Records Management Division
- Members** : Chief, Non-Current Records Section
(Inventory, Appraisal and Disposal of Records)
: Chief of Division where records are stored
- Observer** : COA Representative

For Regional Offices:

- Chairperson** : Chief, Administrative Division
- Members** : Chief, Records Section
Chief of the Division/Section where records are stored

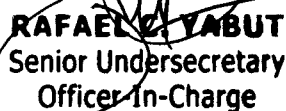
The Sub-Committees shall have the following functions and responsibilities:

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 (Office of the Secretary, Bureaus, Services, Unified Project Management Offices), Regional, and District Engineering Offices;
 - d. Update the Records Disposition Program, subject to review by the DPWH Records Management Improvement Committee, and the approval of the DPWH Secretary and the Director of the National Archives of the Philippines;
 - e. Submit updated 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 Rule 8.1.1, Article IV of NAP General Circular No. 1, s. 2009, 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.

This Order supersedes the following and shall take effect immediately:

1. Special Order No. 59, series of 2010; and
2. Special Order No. 81, series of 2011

MARK A. VILLAR
Secretary


RAFAEL S. YABUT
Senior Undersecretary
Officer-In-Charge

10.1.4 RPE/RMB/MSV

Department of Public Works and Highways
Office of the Secretary



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