



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

097.13 DPWH
 12.13.2022

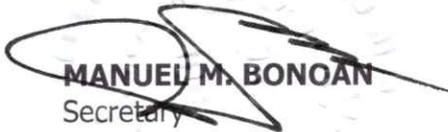
DEC 13 2022

DEPARTMENT ORDER)
)
SUBJECT: Management of Documented
Information
)
NO. 252)
Series of 2022)
 dt 12/13/2022

In connection with the implementation of the Department's Quality Management System (QMS) and its provisions, the DPWH shall determine the information required to be controlled and maintained, as well as the medium on which it is contained. Further, when documented information is created or updated, the DPWH shall ensure that it is appropriately identified and described. With this, the Management of Documented Information procedures and pertinent forms are hereby established.

This Order, which supports the QMS requirement on Documented Information, shall take effect immediately and shall supersede the following policies:

- Department Order 09 series of 1979 – Documents Flow in the Central Office of the Ministry
- Department Order 01 series of 1981 – Facilitation of Release of Documents
- Department Order 05 series of 1981 – Custody and Safe-Keeping of Records of Appointments of MPW Personnel
- Department Order 46 series of 1986 – Centralization of Records Management in the Central Office
- Department Order 126 series of 2015 – Control of Documents
- Mandatory Procedure DPWH-QMSP-01 – Control of Documents (under Department Order 43 series of 2019)
- Mandatory Procedure DPWH-QMSP-02 – Control of Records (under Department Order 43 series of 2019)


MANUEL M. BONOAN
 Secretary

Department of Public Works and Highways
 Office of the Secretary

1.3 MAP/AGC





1.0 Purpose

To define all documented information needed for the quality management system and its underlying management for upkeep, availability and protection.

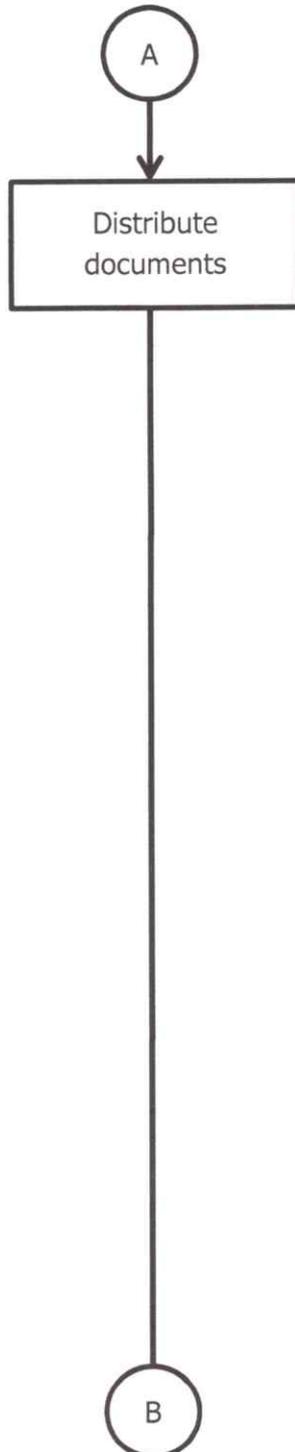
2.0 Definition of Terms

Documented Information	Refers to all of the important information within a business that must be controlled and organized. It refers to both Documents and Records
Documents	Maintained information created by planning on how and what processes needs to be done, including who is eligible to accomplish the said process. It acts as a guide on what information should be generated based on requirements. Can be edited, revised or changed resulting from regular reviews at frequent intervals. (e.g., Department Orders, Guidelines, Standard Plans and Drawings, Blank Template Forms, etc.)
Records	Retained information created when a process is being performed. It acts as evidence that such process was accomplished in compliance to standards. Must not be edited, revised or changed once process has been completed. (e.g., Accomplished Forms, Worksheets, Reports, etc.)
External Source	Documented Information emanating outside the Departments' QMS
Internal Source	Documented Information generated by any proponent covered by the Departments' QMS
Proponent	An office or process owner, by the authority of its head, that maintains information
Respondent	An office, by the authority of its head, or an individual who provides information
Records Disposition Schedule	Prepared by the Records Management Improvement Committee (RMIC) and approved by the National Archives of the Philippines, this refers to the listing of records showing the lifespan of every record and the period of time it is to be retained in the office area of the proponent and in the storage area (inactive)



3.0 General Procedure

Process Flow	Responsible	Details
<pre> graph TD Start([Start]) --> Create[Create document] Create --> Review[Review, approval and registration of document] Review --> A((A)) </pre>	Proponent	<p>A proponent prepares or revises a document, that is relevant to the DPWH Process Model, based on the following non-mutually exclusive triggers:</p> <ul style="list-style-type: none"> • Results of process review • Coordination with counterpart offices • National policy updates • Feedback on process implementation • Top Management directives • Increased frequency of non-conformities or risk events
	Proponent	<p>The proposed creation or revision, made thru a Department Order, shall strictly follow the most current Policy Issuance and Correspondence Manual.</p> <p>Further, the created or revised document shall include provisions on the standard method and controls on appropriate identification and description. Controls may include, but not limited to, unique identification, form title, data entries, signatories and date of accomplishment.</p> <p>Once approved, all created and revised documents shall undergo the review and approval with the use of Registration and Impact Analysis Form (RIAF), following the most current Policy Issuance and Correspondence Manual. Annex A shows the review, approval and registration authorities on specific documents.</p>



Head of Proponent Office, Human Resource and Administrative Service (RMD-HRAS) and Information Management Service (IMS)

Internal sources shall be disseminated through a memorandum (for specific personnel/unit); or through office order (for office-wide implementation) signed by the head of proponent office, unless a more specific policy is issued.

Dissemination and distribution of documents thru a Department Orders, Department Memorandum Circulars, Special Orders shall be in compliance to the most current Policy Issuance and Correspondence Manual, and be carried out by the Records Management Division, Human Resource and Administrative Service (RMD-HRAS).

Following the most current policy on the Update, Maintenance, and Quality Assurance of the DPWH Website, documents posted in the intranet and internet websites of the Department shall be considered as controlled copies, while printed copies from the websites regardless of date of printing shall be considered as uncontrolled copies. Documents published in the websites are backed-up daily by the Information Management Service (IMS) and back-up copies are stored onsite and off-site.

Superseded documents shall be updated from the Office Document Masterlist (see Annex B), filed separately and retained accordingly. Superseded documents shall be in accordance to the most current Policy Issuance and Correspondence Manual.



Proponent and/or
RMD-HRAS

When standard processes are acted upon, documents are used to record documented information from respondents. Records are identified through any or combination of the following applicable information:

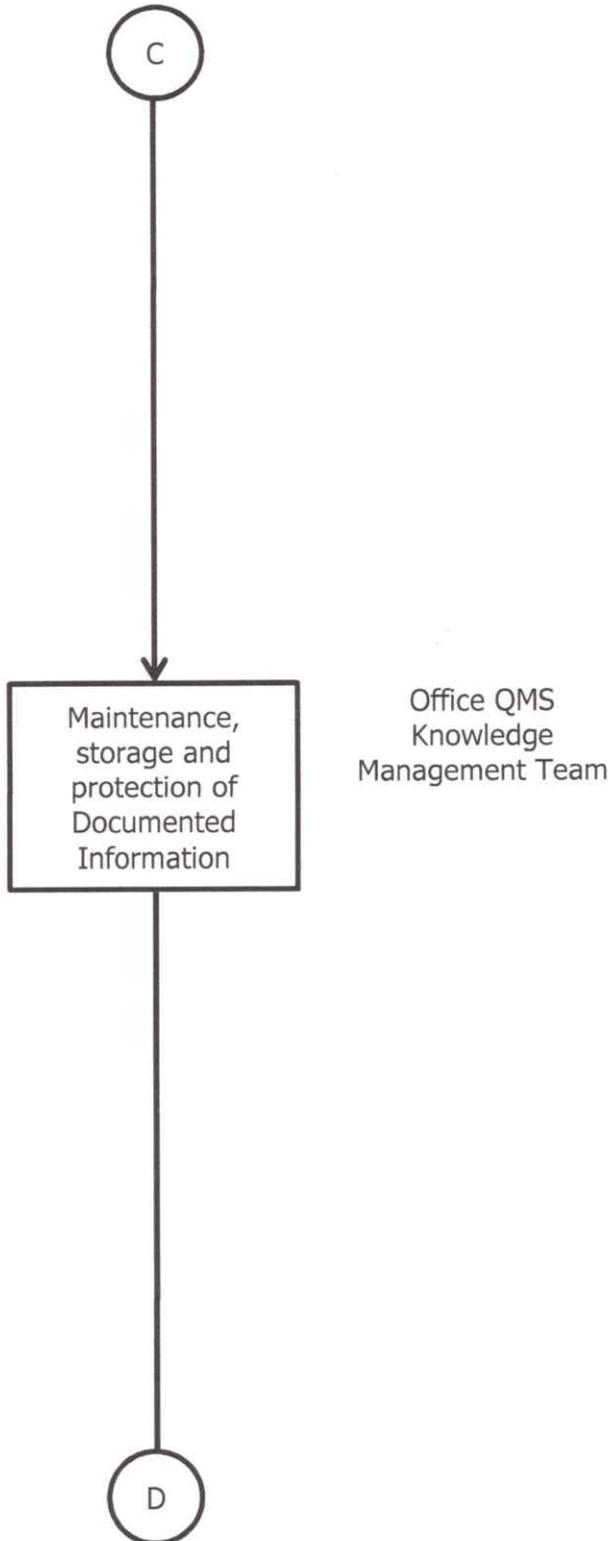
- Title of Accomplished Form or Subject of Report/Correspondence
- Date(s)
- Name of signatory/ies
- Standard Office Code
- Personnel Initials

Unless a more specific policy indicates otherwise, all records need to be signed and dated on all applicable entry lines.

Corollary to the most current Policy on the Central Repository of Records in the Central, Regional and District Engineering Offices, records received by the RMD-HRAS from both internal and external sources shall be attached with a corresponding routing slip (Annex E1) and be transmitted to the concerned proponent. Proponent office then shall use the referral action slip (Annex E2) for records that needs specific actions from identified personnel. Logbook and/or computer-based monitoring, among others, with an underlying guidelines based from the proponent's practices shall be used for traceability.

Proponent

Records shall then be quantified based on the frequency (i.e., number of respondents and/or volume of transaction) of the process execution as required by policy. Appropriate



filing and monitoring shall be the responsibility of the Proponent.

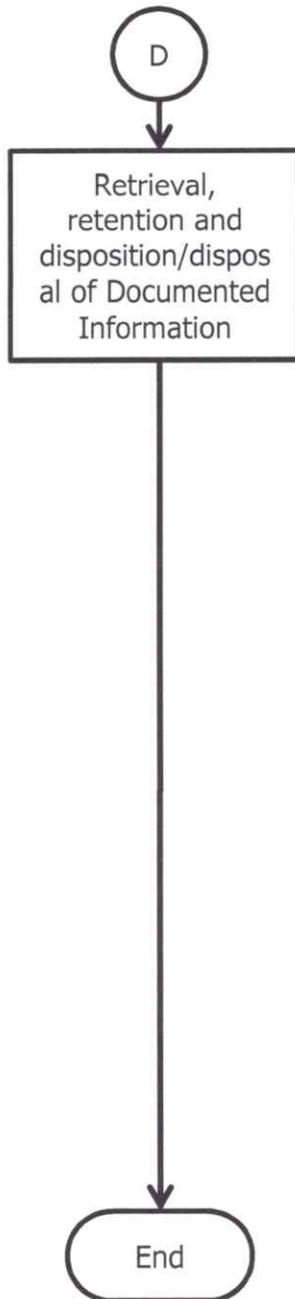
In terms of data entries, erasures and corrections, as form of data correction, shall not be allowed, unless a more specific policy on data control and review provisions can be applied. Other data controls (i.e., manual paper-based forms and/or computer applications) shall be specified by the proponent office thru a standard policy.

Data collection from records shall follow the most current Data Governance and Privacy policies.

Office QMS
Knowledge
Management Team

Records shall be maintained at different proponent offices and filed or arranged according to ease of retrieval (i.e., Alphabetical, Subject Matter, Date of Records) or based from agency policy (i.e., Account, Project or Contract Traceability). To ensure easy retrieval of records, labeling and coding of folders, boxes and filing cabinets shall be made accordingly.

Records are kept in appropriate locations and modes to minimize physical deterioration, damage, and loss. For protection purposes, the QMS Knowledge Management Team of the proponent office shall include the necessary documented rules and provisions for storage and protection in their office operations based on practice, or unless otherwise specified by policy. For protection against disasters, the most current Public Service Continuity Plan (PSCP) shall be enforced.



Office QMS Knowledge Management Team and RMIC

Within each proponent office, the retrieval of records generated by standard processes shall not be dependent on specific personnel to avoid delay if, for instance, the assigned personnel are on leave of absence. A specific process shall be established by the office QMS Knowledge Management Team to ensure continued records retrieval operations.

Records pertaining to reports/ correspondences containing consolidated and/or processed respondent data are allowed to be borrowed based on the proponent office's guidelines prior to release. However, Individual respondent data shall not be divulged unless otherwise authorized by specific policy and/or law.

Disposition of records are done in accordance with the most current DPWH Records Disposition Schedule as approved by the National Archives of the Philippines (NAP). Actual disposal shall follow the most current disposal policy enacted by the RMIC.

4.0 References

ISO 9001:2015 Standards

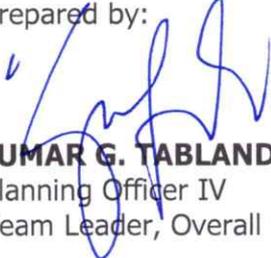


5.0 Attachments

- (Annex A) Review, Approval and Registration Authorities on Specific Documents
- (Annex B) Office Document Masterlist
- (Annex C) Coding of DPWH-Quality Management System Major Processes
- (Annex D) Internal Source Document Numbering
- (Annex E1) Template RMD-HRAS Routing Slips
- (Annex E2) Template Referral Slip
- (Annex F) DPWH Records Disposition Schedule (as approved by the NAP)

6.0 Approval

Prepared by:


JUMAR G. TABLANDO
Planning Officer IV
Team Leader, Overall QMS Secretariat

Reviewed by:


VANESSA G. VILLANUEVA
Chief
RMD-HRAS

Approved by:


ADOR G. CANLAS, CESO IV
Assistant Secretary
Head, Overall QMS

ANNEX A
Review, Approval and Registration Authorities on Specific Documents

Documented Information	Proponent	Review	Approval	Registration³
DPWH Charter Statements (Mission, Vision, Core Values) including Quality Policy	Management Committee Secretariat	Management Committee	Secretary	Records Management Division, HRAS
Standardized Process/Process Component ¹ (relative to the DPWH Process Model)	Concerned Process Owner	Policies and Procedures Review Committee	Secretary	Over-all QMS Secretariat
Department-level Policy Issuances ¹	Concerned Process Owner	Concerned Assistant Secretary and/or Undersecretary	Secretary	Records Management Division, HRAS
QMS Manual	Over-all QMS Secretariat	Over-all QMS Core Team	Over-all QMS Head	Over-all QMS Secretariat
Quality Objectives	Concerned Process Owner	Concerned Assistant Secretary and/or Undersecretary	Secretary	Over-all QMS Secretariat
Office Level Documents ²	Assistant Office Head (or next highest official after the Head)	Office Head	Director	Office QMS Knowledge Management Team

¹See most current Policy Issuance and Correspondence Manual on specific provisions

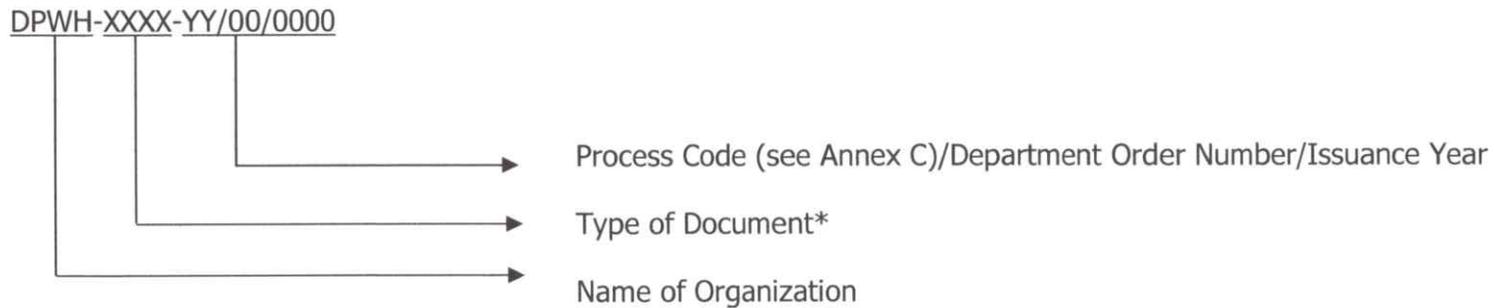
²Referring to Organizational, Functional Charts and other documents used solely by the office (see Annex D). For the Department-level Organizational Chart, it shall be prepared and updated by the Human Resource and Administrative Service as per issuance of most current Authorities and Areas of Responsibilities of DPWH Key Officials.

³For the registration thru document coding:

ANNEX A
Review, Approval and Registration Authorities on Specific Documents

- a. Log the document in the Office Document Masterlist (see Annex B). The RMD-HRAS, Over-all QMS Secretariat and the Office QMS Knowledge Management Team shall generate their respective masterlist depending on the type of documented information that is created or revised within their jurisdiction.
- b. The Over-all QMS Secretariat shall assign the document code for DPWH QMS Manual, Major Processes and related forms. The generated masterlist shall be available in the DPWH Intranet and shall be updated as necessary. The Over-all QMS Secretariat shall use the document coding as follows:

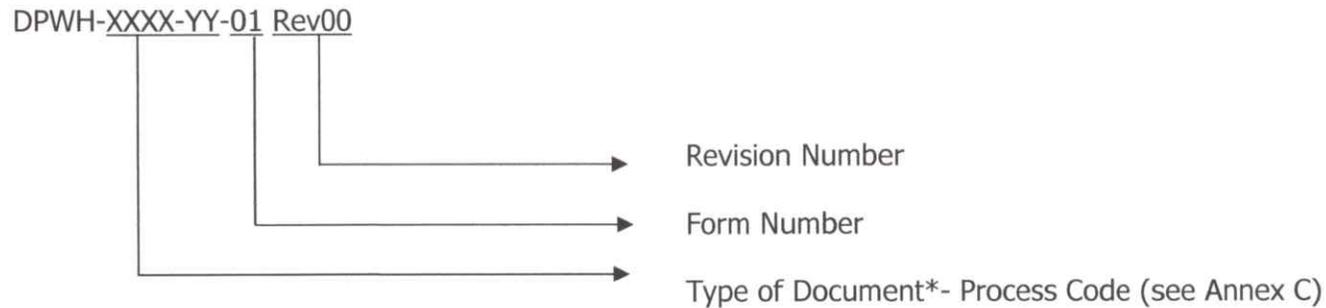
For Manual and Processes:



*QMSM – QMS Manual

*QMSP – QMS Major Process (see Annex C)

For related Forms:



ANNEX A
Review, Approval and Registration Authorities on Specific Documents

- c. For internal sources, the concerned proponent thru their QMS Knowledge Management Team shall be responsible in ensuring that all issued documents are coded as follows:





DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
Quality Management System

Office Document Masterlist

Issue Date:	DEC 13 2022
Document Code:	DPWH-QMSP-51-01- Rev00
Page No.	

Name of Office

Code	Document Title	Proponent	Revision #	Date of Current Revision

Prepared by:

Leader, Office QMS Knowledge Management Team
[Date Signed]

Reviewed and Approved by:

Head of Office
[Date Signed]

ANNEX C
Coding of DPWH-Quality Management System Major Processes

Code	Outcome	Major Process
01	Leadership	Management Commitment and Review
02	Leadership	Responsibility and Authority
03	Leadership	Policy and Program Development
04	Leadership	Communication and Awareness
05	Leadership	Improvement
06	Planning	Strategic Planning
07	Operations	Data Gathering
08	Operations	Project Identification and Preparation
09	Operations	Formulation of Plans and Investment Programs
10	Operations	Public Consultation
11	Operations	Engineering Surveys and Investigations
12	Operations	Plan Preparation
13	Operations	Cost Estimation
14	Operations	Project Implementation
15	Operations	Post Project Evaluation
16	Operations	Infrastructure Asset Maintenance
17	Operations	Inspectorate and Monitoring
18	Operations	Evaluation and Control of NCs
19	Performance Evaluation	Quality and Safety Assurance
20	Performance Evaluation	Monitoring and Measurement
21	Performance Evaluation	Internal Quality Audit
22	Performance Evaluation	Feedback Management
23	Performance Evaluation	External Stakeholders Relations
24	Performance Evaluation	Legislative Liaison
25	Research and Development	New Product/ Technology Evaluation and Accreditation
26	Research and Development	Naturally Occurring Materials Evaluation
27	Research and Development	Standard Specifications Formulation

ANNEX C
Coding of DPWH-Quality Management System Major Processes

Code	Outcome	Major Process
28	Procurement Management	Bid Documents Preparation
29	Procurement Management	Pre-qualification and Bid Evaluation
30	Procurement Management	Performance Evaluation
31	Procurement Management	Award of Contract
32	Human Resources Management	Recruitment, Selection and Placement
33	Human Resources Management	Performance Management
34	Human Resources Management	Rewards and Recognition
35	Human Resources Management	Training and Development
36	Financial Management	Budget Preparation
37	Financial Management	Fund Control Accounting
38	Financial Management	Fiscal/ Financial Accountability
39	Financial Management	Reporting
40	Physical Resources Management	Facilities and Work Environment Management
41	Physical Resources Management	Equipment Fleet Management
42	Physical Resources Management	Survey, Laboratory and Field Testing Equipment Management
43	Information Management	Needs Identification
44	Information Management	Application Development
45	Information Management	Application Deployment
46	Information Management	IT Infrastructure Maintenance
47	Legal Services	Legislative Affairs and Research/ Legal Opinion Preparation
48	Legal Services	Site/ Location Acquisition
49	Legal Services	Contract Letting/ Review and Litigation
50	Legal Services	Investigation/ Hearing
51	Documentation Management	Records Management

XXX NOTHING FOLLOWS XXX

ANNEX D
Internal Source Document Numbering

This shall be applicable in Bureau/Service/Cluster/Regional/District Engineering Office-Level setting and shall be filed under their respective QMS Folder.

Document Number	Content of Document
00	Organizational Charter Statements
01	Organizational Chart
02	Functional Chart
03	QMS Core Team Chart
04	Manpower Complement
05	Quality Objectives
06 – onwards	Internal Processes and Forms ¹

¹*Internal Processes should be consistent and/or supplemental to the standardized Major Processes. Internal Forms are those utilized exclusively by the office and are not issued thru a Department Order.*

ANNEX E1

DPWH-QMSP-51-02- Rev00

DPWH-QMSP-51-02- Rev00



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
Quality Management System

OFFICE OF THE SECRETARY
Manila

RMD-HRAS ROUTING SLIP

Reference No.: _____

SOURCE:	DATE RECEIVED:
---------	----------------

TO:

Secretary
Undersecretary
Assistant Secretary
Bureau
Service
UPMO Cluster
Others

Note: Action must be taken within 15 days from receipt of the correspondence pursuant to the Provision of Section 5(s), of RA 6713

DPWH-QMSP-51-03- Rev00



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
Quality Management System

OFFICE OF THE SECRETARY
Manila

RMD-HRAS ROUTING SLIP

Reference No.: _____

SOURCE:	DATE RECEIVED:
---------	----------------

TO:

Secretary
Undersecretary
Assistant Secretary
Bureau
Service
UPMO Cluster
Others

Note: Action must be taken within 15 days from receipt of the correspondence pursuant to the Provision of Section 5(s), of RA 6713

DPWH-QMSP-51-04- Rev00



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
Quality Management System

<NAME OF REGIONAL OFFICE>

RMD-HRAS ROUTING SLIP

Reference No.: _____

SOURCE:	DATE RECEIVED:
---------	----------------

TO:

Regional Director
Assistant Regional Director
Administrative Officer
Division
Others

Note: Action must be taken within 15 days from receipt of the correspondence pursuant to the Provision of Section 5(s), of RA 6713



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
Quality Management System

<NAME OF DISTRICT ENGINEERING OFFICE>

RMD-HRAS ROUTING SLIP

Reference No.: _____

SOURCE:	DATE RECEIVED:
---------	----------------

TO:

District Engineer
Assistant District Engineer
Administrative Officer
Section
Others

Note: Action must be taken within 15 days from receipt of the correspondence pursuant to the Provision of Section 5(s), of RA 6713

ANNEX E2

DPWH-QMSP-51-05- Rev00



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
Quality Management System

<NAME of OFFICE>
<Address of Office>

REFERRAL/ACTION SLIP

Reference No.: _____

FOR/TO: _____

SOURCE: _____ DATE: _____

SUBJECT: _____

- URGENT, PLEASE RUSH!
See me / Let's discuss
Draft reply
For review / Initial
For compliance
For comment / recommendation
For review / evaluation
For appropriate action
For information / reference
For dissemination
For file
Return document/s to me

REMARKS: [Empty box for remarks]

DEADLINE: _____

<Name of Official>
<Designation>

DPWH-QMSP-51-05- Rev00



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
Quality Management System

<NAME of OFFICE>
<Address of Office>

REFERRAL/ACTION SLIP

Reference No.: _____

FOR/TO: _____

SOURCE: _____ DATE: _____

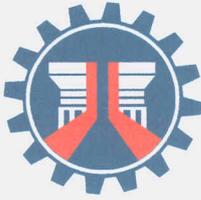
SUBJECT: _____

- URGENT, PLEASE RUSH!
See me / Let's discuss
Draft reply
For review / Initial
For compliance
For comment / recommendation
For review / evaluation
For appropriate action
For information / reference
For dissemination
For file
Return document/s to me

REMARKS: [Empty box for remarks]

DEADLINE: _____

<Name of Official>
<Designation>



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
Manila

097.7 DPWH
10-19-2012

October 17, 2012

DEPARTMENT MEMORANDUM)

CIRCULAR NO. 47)
Series of 2012 10-19-12)

FOR / TO ALL : Undersecretaries
Assistant Secretaries
Bureau Directors
Regional Directors
Service Directors
Project Directors/Managers
District Engineers
This Department

For information and guidance, attached is a copy of letter of Executive Director Victorino Mapa Manalo, National Archives of the Philippines (NAP), Ermita, Manila, dated **October 9, 2012**, informing: **“a copy of Records Disposition Schedule which was approved by the Executive Director of NAP on October 1, 2012.”**

A copy of the said letter may be downloaded from the **DPWH website: www.dpwh.gov.ph/**. If an office cannot access to the said DPWH website, a hard copy may be obtained from the Records Management Division, AMMS, upon request.

For dissemination to all concerned.


ALFREDO B. TOLENTINO
Undersecretary, Concurrent OIC for Support Services



NATIONAL ARCHIVES OF THE PHILIPPINES
Pambansang Sinupan ng Pilipinas



October 9, 2012

MR. RAUL C. ASIS
Undersecretary/Officer-in-Charge
Department of Public Works and Highways
Bonifacio Drive, Port Area, Manila

Attention: **MR. JAIME A. PACANAN, Ph. D. CESO I**
Undersecretary for Support Services

Sir:

We are returning a copy of your Records Disposition Schedule which was approved by the Executive Director of NAP on October 1, 2012.

Please reproduce and disseminate to all action units for their guidance in the disposition of records. Kindly acknowledge receipt hereof.

Thank you for your interest in bringing about an effective, efficient and economical records management program.

Very truly yours,

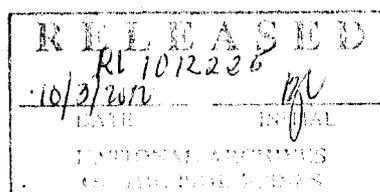
VICTORINO MAPA MANALO
Executive Director

By:

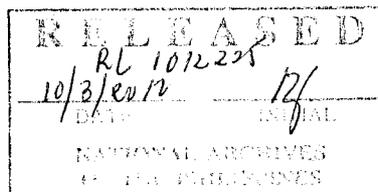

RICARDO F. EUGENIO
OIC, Records Mgt. Services Division

NATIONAL ARCHIVES OF THE PHILIPPINES RECORDS DISPOSITION SCHEDULE		1. AGENCY NAME: DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS			
		2. ADDRESS: Bonifacio Drive, Port Area, Manila			
3. SCHEDULE NO. <p style="text-align: center;">2</p>		4. DATE PREPARED <p style="text-align: center;">January 15, 2009</p>			
5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
ADMINISTRATIVE AND MANPOWER MANAGEMENT SERVICES RECORDS					
	<u>Civil Security</u>				
1	CASES/VIOLATION RECORDS	7 years		7 years	After finally settled except Decisions which are Permanent.
2	FIRE ALARM AND FIRE FIGHTING EQUIPMENT SYSTEMS RECORDS	P E R M A N E N T			
3	FIREARMS AND OTHER SECURITY EQUIPMENT RECORDS	P E R M A N E N T			
4	GOALS AND PROGRAMS	3 years		3 years	After revised/superseded
5	MEMORANDUM RECEIPTS OF FIREARMS	P E R M A N E N T			
6	NEURO PSYCHIATRIC CLEARANCES	2 years		2 years	
7	REPORTS				
	Intelligence Reports of Complaints with Supporting Documents	2 years		2 years	
	Affidavit/Sworn Statement				
	Certification				
	Investigation Report				
	Letter-Complaint				
	Memorandum				
	Pictures				
	Travel Order				
	Intelligence Reports on Officials and Employees	P E R M A N E N T			
	PNP-SOSIA/Pre-Licensing/Training of Security Guards				
	Regional Seminars for Fire Prevention and Control				
	Re-training of Security Guards				
	Security Checks, Survey and Inspection Situational (Moving Reports)				
	Morning Reports	1 year		1 year	Or file with appropriate records series
	Blotter				
	Checklist				
	Vehicle Records				

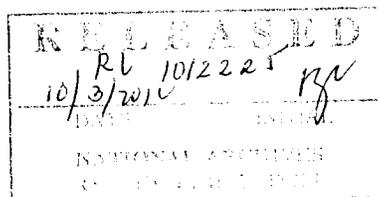
IMPORTANT: Pursuant to Section 18, Article III, RA 9470 s. 2007, "No government department, bureau, agency and instrumentality shall dispose of, destroy or authorize the disposal or destruction of any public records, which are in the custody or under its control except with the prior written authority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



5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
	Facilities and Maintenance				
8	PERIODIC PEST CONTROL TREATMENT RECORDS	2 years		2 years	
9	REPAIR AND MAINTENANCE RECORDS Buildings Electrical Fixtures Grounds Sanitary Facilities	2 years		2 years	
10	REPORTS Accomplishment Administration Contractual Gasoline and Oil Consumption of Service Vehicle	2 years 5 years 1 year		2 years 5 years 1 year	After liquidation and post-audited
	Human Resource/Personnel Division				
11	ANNUAL TRAINING CALENDARS Central Office DPWH Integrated (Nationwide)	1 year		1 year	After superseded
12	APPLICATIONS Employment Leave of Absence and Supporting Documents Relief of Accountability Resignation/Retirement/Transfer	1 year 1 year 5 years 1 year		1 year 1 year 5 years 1 year	After recorded in the leave cards If disapproved file with 201 After separated/retired
13	AUDIO-VISUALS FILES Courses Catalogue Equipment (Brochures) Scripts Tapes	1 year		1 year	Provided a copy is retained for reference
14	CERTIFICATES Appearance Clearance	1 year		1 year	
15	CERTIFICATIONS Last Day of Service Refund (Per RA5830)	1 year 1 year		1 year 1 year	After settlement
16	COURSE DESIGN	1 year		1 year	After superseded
17	DAILY TIME RECORDS (CS Form 48)	1 year		1 year	After data had been posted in leave cards and post-audited



5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
18	EMPLOYEE INTERVIEW RECORDS	1 year		1 year	
19	EVALUATION RECORDS FOR PROMOTIONS	5 years	10 years	15 years	After separated/retired
20	HANDWRITING SPECIMENS/SIGNATURE	P E R M A N E N T			
21	LEAVE CREDIT CARDS	5 years	10 years	15 years	After separated/retired
22	MANAGEMENT BY OBJECTIVES AND RESULT EVALUATION (MORE) COMMITMENT SHEET	2 years		2 years	
23	MANNING LIST REORGANIZATION	2 years		2 years	After approval of appointments
24	MEDICAL CERTIFICATES IN SUPPORT OF ABSENCE ON ACCOUNT OF ILLNESS/ MATERNITY	3 years		3 years	After absences had been recorded in leave cards
25	MEMBERSHIP FILES GSIS Pag-ibig PhiHealth	5 years	10 years	15 years	After separated/retired
26	NOMINATIONS (In-house Training Programs)	2 years		2 years	
27	PERFORMANCE FILES Appraisal Evaluation Rating Cards Target Worksheets	1 year 1 year 5 years 1 year		1 year 1 year 5 years 1 year	
28	PERMISSION TO ENGAGE IN BUSINESS/ PRIVATE PRACTICE/TEACH	2 years		2 years	After expired
29	PERSONAL DATA SHEETS (Curriculum Vitae/ Resumé)	1 year		1 year	After superseded
30	PERSONNEL FOLDER (201 Files) Acceptance of Resignation Appointments Approval of Retirement Awards Benefit/Gratuity Certificates Eligibility Rural Service Trainings/Seminars Attended Change of Marital Status/Name Clearance (Latest)	5 years	10 years	15 years	After separated/retired



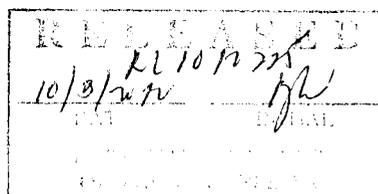
5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
cont. 30	Designations/Details Marriage Contract Oaths of Office Personal Data Sheet (Latest) Position Description Reinstatements Service Records (Updated) Statements of Duties and Responsibilities				
31	PLANTILLA OF PERSONNEL	P E R M A N E N T			Other copies destroy after 3 years
32	POSITION CLASSIFICATION AND PAY PLANS	5 years		5 years	After superseded
33	PROTEST CASES ON APPOINTMENTS	1 year		1 year	After decided
34	PSYCHOLOGICAL TEST RESULTS	1 year		1 year	
35	QUALIFICATIONS STANDARD MANUAL	P E R M A N E N T			
36	RECOMMENDATIONS/REFERRALS	1 year		1 year	After acted upon
37	REPORTS				
	Absences, Undertimes, and Tardiness	2 years		2 years	
	Accomplishments	2 years		2 years	
	Annual	P E R M A N E N T			
	Annual Summary Reports for Replacement	P E R M A N E N T			
	Program for Non-eligible				
	Completion (Local and Overseas)	2 years		2 years	
	Quarterly/Semi Annual	2 years		2 years	
	Regional Quarterly Manpower	2 years		2 years	
	Development Performance				
	Staff Movement	2 years		2 years	
	Terminal (In-house)	2 years		2 years	
	Training Evaluation	2 years		2 years	
38	REQUESTS	1 year		1 year	After acted upon/cleared
	Approval on Promotion				
	Change of Status				
	Reinstatement				
	Transfer				
39	SCHOLARSHIP FILES	2 years		2 years	
	Approved Program (Local and Foreign)				
	Contract				
	Invitation				
	Nomination				
	Travel Order				

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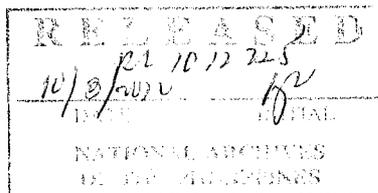
5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
40	SERVICE CARDS	P E R M A N E N T			
41	STAFFING PATTERNS	P E R M A N E N T			
42	STATEMENT OF ASSETS, LIABILITIES AND NETWORK (SALN)	5 years	5 years	10 years	
	<u>Medical/Dental</u>				
43	ASSETS REGISTRIES	P E R M A N E N T			
44	CLAIMS	5 years	5 years	10 years	After settled
45	CONSULTATION AND FOLLOW-UP TREATMENT/PATIENTS' RECORDS	5 years		5 years	After death/retirement/separation
46	MEDICAL COMMUNICATIONS/INSPECTIONS PERTAINING TO ROUTINE MATTERS	3 years		3 years	
47	PERIODIC AND PRE-EMPLOYMENT PHYSICAL EXAMINATION RECORDS	3 years		3 years	
48	PERIODIC X-RAY EXAMINATIONS AND FOLLOW-UP TREATMENTS				
	Negative	5 years		5 years	
	Positive	5 years	10 years	15 years	After retirement/separation
49	REPORTS				
	Consumption of Medicines/Supplies				
	Annual	P E R M A N E N T			
	Semi-Annual/Quarterly	2 years		2 years	
	Inspection	2 years		2 years	
	Canteen and Ground Facilities				
	Disposal of Water				
	Office Working Conditions				
	Sanitary Facilities				
	Outreach Program	2 years		2 years	
	<u>Records Management Division</u>				
50	ACKNOWLEDGEMENTS (Inquiries, Requests on Routine Matters)	2 years		2 years	After acted upon
51	BLUE PRINTS PLANS	2 years	2 years	4 years	Original is permanent
52	BUILDINGS AND LAND DOCUMENTS	P E R M A N E N T			
	Bonds and Securities				
	Exchange and Donations				
	Reservations (Military Base- U.S.)				

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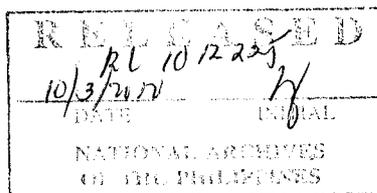
5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
53	CASES, COMPLAINTS, CHARGES, CRITICISM OF EMPLOYEES/INSULAR	7 years		7 years	After finally settled except Decisions which are Permanent.
54	CHANGE OF NAME OF STREETS AND NUMBER OF HOUSES	1 year		1 year	After consolidation of data
55	CONTRACTORS' CLAIM	1 year		1 year	After settlement of claims
56	CONTRACTS				
	Infrastructure Projects	P E R M A N E N T			
	Janitorial and Security Services	5 years		5 years	After termination and finally settled
	Personnel Services	5 years		5 years	After termination and finally settled
	Rental of Copying Machine	5 years		5 years	After termination and finally settled
57	DELIVERY RECEIPTS	2 years		2 years	
58	DIRECTIVES/ISSUANCES				
	Issued by or for the head of the agency documenting policies/functions/ programs of the agency	P E R M A N E N T			
	Issued by or for the head of the agency reflecting routine information or instruction	2 years		2 years	After superseded
59	DIRECTORIES OF OFFICIALS/EMPLOYEES	2 years		2 years	After superseded
60	DISASTER RECORDS	2 years		2 years	
61	EVALUATIONS/TESTS OF CONSTRUCTION MATERIALS	1 year		1 year	
62	INSURANCE DOCUMENTS (GSIS, SSS, etc.)	5 years	5 years	10 years	
63	FOREIGN ASSISTANCE RECORDS	5 years	5 years	10 years	After project has been completed
64	LEASE AGREEMENTS AND CONTRACTS	P E R M A N E N T			
65	LISTS	1 year		1 year	
	Authorized Representatives for release of communications/documents				
	Charitable Organizations				
	DPWH Contractors				
	Supplies and consumables for production jobs				After superseded
	Testing Supplies & Equipment				After updated
66	LOCATOR SLIPS	1 year		1 year	



5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
67	LOGBOOKS OF INCOMING/OUTGOING COMMUNICATIONS	2 years		2 years	After the last entry
68	MAILING LISTS	1 year		1 year	
69	MEMORANDUM OF AGREEMENT	P E R M A N E N T			
70	MINISTRY CODED RECORDS				
	120 Files	5 years	10 years	15 years	After separated/retired
	Administrative Issuances, Presidential Decrees, LOIs, Executive Orders, Unnumbered Circulars including amendments	P E R M A N E N T			
	Confidential and Classified Records	P E R M A N E N T			
	Land Registration for Infrastructure Projects	P E R M A N E N T			
	Schools, Hospitals, Colleges, Slaughterhouses, etc.				
	Original Contracts and other related documents of infrastructure projects of Public Works from defunct MPW, MPH, DPWTC	P E R M A N E N T			
	Records relative to Purchase, Transfer of Equipment, Procurement, Rentals or Loans, Lease for Equipment, Manufacturers' List	5 years	5 years	10 years	
	Retired, resigned or phased-out employees due to reorganization	5 years	10 years	15 years	After retired/separated
	Value and Sale of Philippine Land, Miscellaneous Sales Applications, Land Registrations	P E R M A N E N T			
71	MINUTES OF MEETINGS				
	Board	P E R M A N E N T			
	Staff	1 year		1 year	
72	PUBLICATIONS(Brochures/Leaflets/Manuals)	1 year		1 year	Provided a copy is retained for reference
73	PUBLIC PROPERTY FILES	1 year		1 year	
	Accountabilities				
	Damages or Loss				
	Inventories				
	Reports				
74	REPORTS				
	Final	P E R M A N E N T			
	Status	2 years		2 years	
75	REPRODUCTION JOBS/REQUESTS	1 year		1 year	



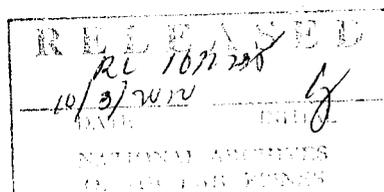
5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
76	REQUESTS Construction of Slaughter House (LGUs) Tax Exemption for Equipment	3 years		3 years	
77	SEMINAR AND TRAINING RECORDS	3 years		3 years	
78	STATISTICS OF RECEIPTS AND EXPENDITURES	5 years	5 years	10 years	After updated
79	TRANSPORTATION RECORDS Registration of Automobiles Transportation of Persons Travel Permit	5 years	5 years	10 years	
80	UTILITY RECORDS	2 years		2 years	
<u>Supply and Property Management</u>					
81	ACKNOWLEDGMENT RECEIPTS FOR EQUIPMENT (ARE)	1 year		1 year	After equipment had been returned
82	BILLS OF LADING (GF 9-A)	2 years		2 years	After delivery had been accepted
83	CANVASS OF PRICES	5 years	5 years	10 years	If attached to vouchers, otherwise, dispose after 2 years
84	INVENTORY AND INSPECTION REPORTS ON UNSERVICEABLE PROPERTIES	1 year		1 year	After property had been disposed
85	INVENTORY OF SUPPLIES AND EQUIPMENT OF DIFFERENT AGENCIES (GR 41-A)	1 year		1 year	After updated
86	INVOICES/RECEIPTS Accountable Forms Properties/Transfer of Properties	3 years		3 years	After issuance of clearance had been terminated/after property had been returned
87	MONTHLY REPORTS OF SUPPLIES AND MATERIALS ISSUED	1 year		1 year	
88	PURCHASE/WORK ORDERS	4 years		4 years	
89	QUOTATIONS FROM DIFFERENT SUPPLIERS	1 year		1 year	
90	REPORTS OF WASTE MATERIALS (GF 64-A)	5 years		5 years	After settlement of credit
91	REQUISITION AND ISSUE SLIPS				1 year or file with appropriate records series



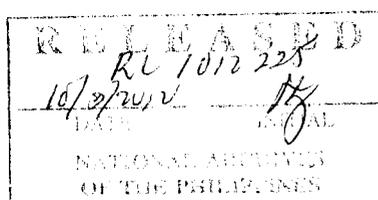
5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
92	SHIPPING AND PACKING LISTS ON ITEMS PURCHASED WITH BILL OF LADING	1 year		1 year	After shipment and acceptance of delivery
93	STOCK CARDS ON SUPPLIES	3 years		3 years	After the last entry
94	SUPPLIERS IDENTIFICATION CERTIFICATES	2 years		2 years	After renewed
95	SUPPLIES ADJUSTMENT SHEETS	1 year		1 year	After post-audited
96	SUPPLIES LEDGER CARDS	5 years		5 years	
Bids and Awards Committee Technical Working Group (BAC-TWG)					
97	BIDS AND AWARDS COMMITTEE FILES Abstracts Invitations Minutes Pre/Post Qualifications Publications Resolutions	5 years		5 years	After contract of winner had been terminated/settled, others dispose after 1 year
98	CONTRACTORS RECORDS (Additional Info) Annual Report Brochures Certificate of Registration for Environmental Mgt. System	5 years		5 years	
99	EQUIPMENT CAPABILITIES (Certifications issued by the owner of equipment)	5 years		5 years	Upon concurrence by the lending institution for foreign funded projects
100	FINANCIAL CAPABILITIES (Audited financial statements for the last five years and bank reference letter)	5 years		5 years	Upon concurrence by the lending institution for foreign funded projects
101	LISTS OF MAJOR SHAREHOLDERS Major Shareholders General Experience records - joint venture summary Particular Experience records - details of contracts similar nature - complexity Proposed Subcontractors	5 years		5 years	Upon concurrence by the lending institution for foreign funded projects
102	LITIGATION HISTORY RECORDS	P E R M A N E N T			

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 COLLEGE PARK, MARYLAND

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
103	QUALITY ASSURANCE DETAILS Certificates of Registration Company Quality Policy Statement Head Office Organization Chart Organization Chart of Personnel proposed for the project Quality Assurance Details	5 years		5 years	
104	SUMMARY OF CURRENT CONTRACT COMMITMENT/WORK IN PROGRESS	5 years		5 years	
COMPTROLLERSHIP & FINANCIAL MANAGEMENT RECORDS					
	<u>Accounting</u>				
105	ACCOUNTS Overdraft Overdrawn Suspension	5 years	5 years	10 years	After settled
106	ANNUAL STATEMENTS OF ACCOUNTS PAYABLE	P E R M A N E N T			
107	AUTHORIZATIONS Honoraria Overtime Transfer of Funds	2 years		2 years	After expired
108	BALANCE SHEETS	P E R M A N E N T			
109	BONDING FILES Indemnity for Issue of Due Warrant Surety Bond	3 years 5 years		3 years 5 years	After expired/terminated
110	RECEIPT AND RELEASE OF ADVICES OF CASH DEPOSIT	3 years		3 years	
111	REMITTANCE ADVICE (GF 14-B)	5 years	5 years	10 years	
112	REPORTS OF INCOME	5 years	5 years	10 years	
113	SCHEDULES OF ACCOUNTS RECEIVABLE	3 years		3 years	
114	SETTLEMENTS OF MONTHLY SUBSIDIARY LEDGER BALANCE	2 years		2 years	



5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
115	STATEMENTS Accounts Current Payable Receivable Bank Balances (Monthly) Bank Reconciliation Financial Operations Sub-Allotment Advice & Advice of Cash Deposit Released	3 years 5 years 2 years 5 years 3 years	 5 years 5 years 	3 years 10 years 2 years 10 years 3 years	
		P E R M A N E N T			
116	STATUS OF COMMON FUNDS	5 years		5 years	
117	SUMMARY SHEETS OF PAYMENT	5 years	5 years	10 years	
118	TRIAL BALANCES AND SUPPORTING SCHEDULES Cumulative Results of Operation- Unappropriated Final Annual/Preliminary Trial Balance Accountancy Copy Regional Office Copy Monthly/Quarterly Trial Balance				
		P E R M A N E N T			
		5 years	5 years	10 years	After Annual Financial Report had been published
		5 years	5 years	10 years	After Annual Financial Report had been published
		2 years		2 years	After consolidated into Annual Financial Report
119	VOUCHERS, INCLUDING BILLS, INVOICES AND OTHER SUPPORTING DOCUMENTS Disbursement Journal Reimbursement Expense Receipt Traveling Expense <u>Assets, Supplies, Management and Control</u>	5 years	5 years	10 years	Provided post-audited, finally settled and not involved in any case. Other copies dispose after 1 year
120	ANNUAL PROCUREMENT PROGRAMS	3 years		3 years	
121	EQUIPMENT LEDGER CARDS (GF 46-A)	2 years		2 years	After equipment had been disposed
122	INSPECTION REPORTS OF SUPPLIES, MATERIALS AND EQUIPMENT	2 years		2 years	After clearance
123	INVENTORIES Construction Equipment Insured Properties Aircrafts Buildings Electrical Structure	1 year		1 year	After updated



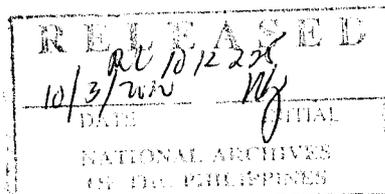
5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
cont. 123	Equipment Machine Heavy Equipment Marine Hull/Vessel Motor Vehicle Office Equipment/Fixtures/Furniture Road-Right-of-Way Acquired Titles Serviceable Vehicle Unserviceable Equipment				
124	LISTS Furniture and Equipment transferred without cost by DPWH to other agencies Torrens Title including other Notarial Archives turned over by Ministry of Public Works and Highways to NAP	P E R M A N E N T			
125	QUARTERLY CONSUMPTION REPORTS OF SUPPLIES AND MATERIALS	2 years		2 years	
Budget					
126	ADVICES Allotment Cash Deposit Sub Allotment	3 years 5 years 5 years	5 years 5 years	3 years 10 years 10 years	Provided post-audited, finally settled and not involved in any case
127	ALLOCATIONS Equipment (Regional Equipment Service) Gasoline/ Fuel Project Funds	3 years		3 years	
128	ANNUAL BUDGET ESTIMATES	3 years		3 years	
129	LETTERS OF ADVICE (Regional Offices)	5 years	5 years	10 years	Provided post-audited, finally settled and not involved in any case.
130	NOTICES OF FUNDING WARRANT	5 years	5 years	10 years	Provided post-audited, finally settled and not involved in any case.
131	REPORTS Financial and Physical Statement for Infrastructure Projects	2 years		2 years	

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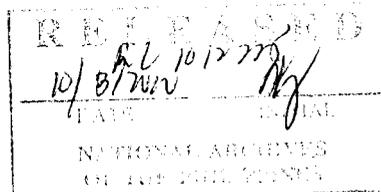
5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
132	REQUESTS Accounts Payable Fund Releases Obligation of Allotment Infra Projects Other Projects Realignment of Cash Funds	2 years 2 years 3 years 2 years		2 years 2 years 3 years 2 years	
133	WORK AND FINANCIAL PLANS <u>Cash Division</u>	3 years		3 years	
134	ADVICES OF CHECKS ISSUED AND CANCELLED (ACIC)	4 years		4 years	
135	APPLICATIONS FOR BONDING OFFICIALS	3 years		3 years	After cancellation
136	BIR-VAT/ WITHHOLDING TAX	5 years	5 years	10 years	
137	CASH DISBURSEMENT CEILINGS	3 years		3 years	
138	CERTIFICATES OF SETTLEMENT AND BALANCES	5 years	5 years	10 years	Provided post-audited, finally settled and not involved in any case.
139	CERTIFICATES OF SHORTAGES	5 years	5 years	10 years	Provided post-audited, finally settled and not involved in any case.
140	DAILY CASH REPORTS	3 years		3 years	
141	NOTICES OF TRANSFER OF ALLOCATION	3 years		3 years	
142	OFFICIAL CASHBOOKS	P E R M A N E N T			
143	OFFICIAL RECEIPTS	5 years	5 years	10 years	Provided post-audited, finally settled and not involved in any case.
144	REPORTS Accountability for Accountable Forms Checks Issued and Cancelled Collections and Deposits Disbursement	3 years 5 years 5 years 5 years		3 years 10 years 10 years 10 years	Provided post-audited, finally settled and not involved in any case. Provided post-audited, finally settled and not involved in any case. Provided post-audited, finally settled and not involved in any case.

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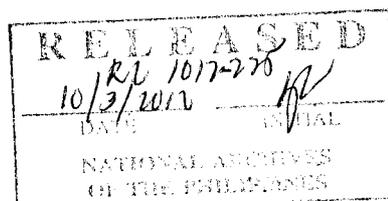
5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
145	REQUISITIONS OF TREASURY CHECKING ACCOUNTS	4 years		4 years	
146	STALE CHECKS	3 years		3 years	
147	SUMMARY LISTS OF CHECKS ISSUED (SLC) AND CANCELLED	3 years		3 years	
148	TAX REMITTANCE ADVICES (TRA)	4 years		4 years	
149	WARRANT REGISTRIES	P E R M A N E N T			
INTERNAL AUDIT SERVICE RECORDS					
<u>Management and Performance Review</u>					
150	AUDIT REPORTS (Analysis and Evaluation of Management and Operations Performance)	P E R M A N E N T			
<u>Performance Standards</u>					
151	EVALUATION RECORDS Organizational Performance Efficiency Against Approved Standards Service/Bureaus/PMO's Standard Operation Procedures and Performance of the Different Organizational Units	5 years		5 years	
152	PERFORMANCE STANDARDS Adopted by Different Organizational Units Including Project Management Offices Recommended Changes	5 years		5 years	
<u>Systems and Procedures</u>					
153	FORMS DESIGNS AND CONTROLS	5 years		5 years	After superseded
154	ORGANIZATIONAL/FUNCTIONAL/POSITION CONTRACTS MANAGEMENT Administrative Contract Management Operations and Procedure Organization Systems and Operations	5 years		5 years	After superseded
155	POLICIES, RULES AND REGULATIONS PERTAINING TO PROCEDURES	P E R M A N E N T			



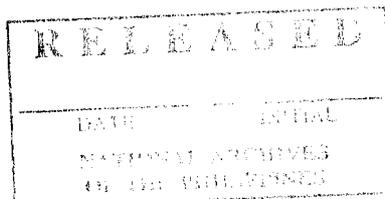
5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
156	PROCEDURAL FLOW CHARTS	P E R M A N E N T			
LEGAL SERVICE RECORDS					
	<u>Complaints and Investigation</u>				
157	ADMINISTRATIVE CASES	7 years		7 years	After decision is rendered except vital documentary evidences presented in the case which are of value for the protection of the civil, legal and property rights of the Government and citizen. DECISIONS are PERMANENT
158	CERTIFICATES OF CLEARANCE FOR RETIREMENT/TERMINAL LEAVE	5 years	10 years	15 years	After retired/separated
159	LEGAL STUDIES RE: CLAIMS FOR BACK WAGES IN CONNECTION WITH DISMISSAL OR SUSPENSION	P E R M A N E N T			
160	REVIEWS ON DECIDED CASES Appeal on Administrative Decisions Evaluation and Resolution Request for Consideration	7 years		7 years	After decision is rendered except vital documentary evidences presented in the case which are of value for the protection of the civil, legal and property rights of the Government and citizen. DECISIONS are PERMANENT
	<u>Contract Letting and Litigation</u>				
161	APPEARANCE AS COUNSEL RECORDS	1 year		1 year	After payment of claims
162	CASES Civil Criminal	15 years		15 years	After termination of the case
163	DECISIONS	P E R M A N E N T			
164	LEGAL OPINIONS Application of directives/ issuances to Contracts Claims of Contractor/ Subcontractor/Third Party to projects under contract Interpretations of the provisions of the contract validity and binding effect for the release of funds.	P E R M A N E N T			



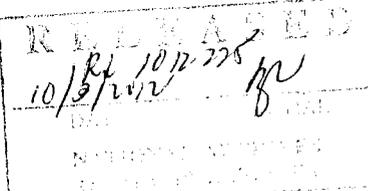
5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
<u>Legislative Research and Affairs</u>					
165	LEGAL OPINIONS/INTERPRETATIONS Application of directives/ issuances, laws which affect the functions of the agency Queries on the interpretations of laws, directives/issuances by Bureaus, services of Field Offices of the agency	P E R M A N E N T			
166	RESEARCH ON QUESTIONS OF LAW ON LEGAL OPINIONS RENDERED CONTAINING APPEALS, BRIEFS, MEMORANDA, PLEADINGS ON ADMINISTRATIVE CASES	P E R M A N E N T			
<u>Sites Acquisition and Law Enforcement</u>					
167	AGREEMENTS TO DEMOLISH AND TO REMOVE IMPROVEMENTS AFFECTED BY RIGHT-OF-WAY	5 years		5 years	After release of fund and finally settled
168	APPLICATIONS FOR MISCELLANEOUS SALES AND LEASES OF PUBLIC LAND	6 years		6 years	After final recommendation to the Bureau of Lands
169	CASES Expropriation Land Registration	7 years		7 years	After finally settled except Decisions which are Permanent
170	CORRESPONDENCES Acquisition of Lots Needed for Foreign Assisted Projects Projects Implementation Routine Matters	1 year 3 years 3 years		1 year 3 years 3 years	After completion of projects and payment of claims After date of correspondence After date of correspondence
171	DEEDS Donation Exchange Sale of Land	P E R M A N E N T			
172	INVESTIGATION RECORDS	2 years		2 years	After final Decision/Resolution of the case
173	REQUESTS OF FUNDS FOR PAYMENTS OF RIGHT-OF-WAY CLAIMS AND OTHER RELATED EXPENSES	1 year		1 year	After final decision and fully settled
174	TRANSFER CERTIFICATES OF TITLE	P E R M A N E N T			TCT acquired by the government are forwarded to NAP



5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
PLANNING SERVICE RECORDS					
<u>Development Planning Division</u>					
175	LISTS OF NATIONAL ROADS (EO 113)	P E R M A N E N T			
176	LONG/MEDIUM TERM PROGRAMS	5 years		5 years	After implementation
177	MANUAL OF ROAD INVENTORIES, ROADS NUMBERING, FUNCTIONAL AND SYSTEMS CLASSIFICATION	P E R M A N E N T			
178	PLANS FOR THE INTEGRATED ROAD DEVELOPMENT (NACIAD)	P E R M A N E N T			If implemented, otherwise dispose after five years
<u>Programming</u>					
179	ANNUAL INFRASTRUCTURE PROGRAMS	P E R M A N E N T			
180	LISTS OF PRIORITY PROJECTS IN THE ANNUAL INFRASTRUCTURE PROGRAMS	2 years		2 years	
181	PUBLIC WORKS ACT	P E R M A N E N T			
182	REQUESTS Additional Funding for Infrastructure Projects Realignment of Funds	2 years		2 years	After acted upon
<u>Project Preparation and Evaluation Division</u>					
183	FEASIBILITY STUDIES/SURVEYS/DATA REPORTS	P E R M A N E N T			
184	MASTER PLANS FOR INTEGRATED PROJECTS/PROGRAMS	P E R M A N E N T			
185	PRE-FEASIBILITY STUDIES OF PROJECT (Regional Offices)	1 year		1 year	After implementation
186	PROJECT FILES Nationwide Flood Control Nationwide River Training	5 years	5 years	10 years	
187	PROJECTS EVALUATION ASSISTANCE	3 years		3 years	
<u>Research and Statistics</u>					
188	INFRASTRUCTURE ATLAS	2 years		2 years	After superseded

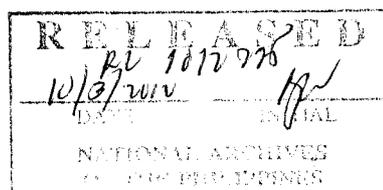


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		Active	Storage	Total	
189	INVENTORIES School Buildings Water Supply and Facilities/ Sources	2 years		2 years	After superseded
190	NEWSPAPER CLIPPINGS (About the agency)				Transfer to Library
191	STATISTICAL DATA Average Costs Estimates Base Maps (Original Tracings) Data Base File (Diskette Format) Inputs to Construction Costs	P E R M A N E N T			
MONITORING AND INFORMATION SERVICE RECORDS					
	<u>Infrastructure Computer Center</u>				
192	ELECTRONIC DATA PROCESSING (EDP) SYSTEMS/PROGRAM DOCUMENTATIONS	P E R M A N E N T			
193	NATIONAL ROADS AND BRIDGES INVENTORIES	1 year		1 year	After superseded
194	PRICE INDICES OF CONSTRUCTION MATERIALS	1 year		1 year	After superseded
195	PROJECT MONITORING SYSTEM FIELD REPORTS	2 years		2 years	After completion of project
196	VALIDATION RECORDS	6 years	6 years	12 years	After final output
	<u>Project Monitoring</u>				
197	CHECKLISTS AND TELEGRAPHIC STATUS REPORTS	2 years		2 years	After completion/ acceptance of projects and finally settled.
198	MONTHLY PROJECT PROFILES AND STATUS OF COMPLETION, ON-GOING AND FOREIGN ASSISTED PROJECTS	2 years		2 years	After completion/ acceptance of projects and finally settled.
199	PROJECT REPORTS Monthly Status	2 years		2 years	After completion/acceptance of projects and finally settled.

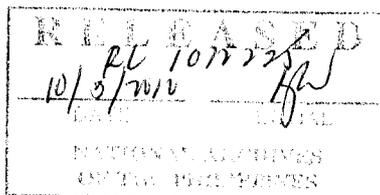


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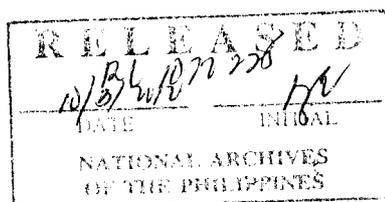
5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
BUREAU OF CONSTRUCTION RECORDS					
	<u>General Infrastructure</u>				
200	CONSTRUCTION PLANS	P E R M A N E N T			To be transferred to NAP
201	CONSTRUCTION SERVICES RECORDS Barangay Roads Bridges Flood Control National Road and Runways Ports and Harbor Water Supply	P E R M A N E N T			
202	CONTRACT DOCUMENTS Cash Deposit Certificate of Availability of Funds Legal Requirements Letter of Credit Performance Bond Program of Work	P E R M A N E N T			
203	DRAWINGS/PERSPECTIVES	P E R M A N E N T			To be transferred to NAP
204	EVALUATIONS/INSPECTIONS/REVIEWS OF PROJECTS	5 years	5 years	10 years	After evaluation
205	SPECIFICATIONS	P E R M A N E N T			To be transferred to NAP
BUREAU OF DESIGN RECORDS					
206	ANALYSIS OF TOPOGRAPHIC HYDROLOGIC DATA FOR INFRASTRUCTURE PROJECTS	P E R M A N E N T			To be transferred to NAP
207	"AS BUILT" PLANS/DRAWINGS	P E R M A N E N T			To be transferred to NAP
208	DESIGN ANALYSIS AND CALCULATIONS Bridges Buildings Drainage and Water Supply Flood Control Highways Ports and Harbor	P E R M A N E N T			To be transferred to NAP
209	MANUALS FOR DESIGN STANDARD AND CRITERIA FOR PROJECTS	P E R M A N E N T			
210	MILITARY MAPS OF THE PHILIPPINES HYDROLOGIC STUDY	P E R M A N E N T			To be transferred to NAP



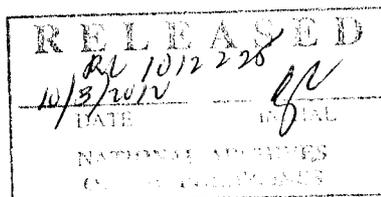
5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
211	NATIONAL BUILDING CODE Clearances for building permits regarding easement requirements along creeks, esteros and rivers Miscellaneous Sales/Lease Applications Pipe-laying projects (MWSS) - underground facilities Resolutions of appeals filed by litigants	P E R M A N E N T			
212	PLANS REVIEWED AND CORRECTED	2 years		2 years	After reviewed and corrected
213	REPORTS Accomplishment Preliminary Engineering Projects Remedial Measures Structural Defects	2 years		2 years	After project completion
BUREAU OF EQUIPMENT RECORDS					
OFFICE OF THE DIRECTOR					
214	AD HOC COMMITTEE RECORDS	2 years		2 years	
215	ADVICES & ACKNOWLEDGMENT RECEIPTS OF OF SHIPMENTS	2 years		2 years	
216	AUTHORIZATIONS TO WITHDRAW SUPPLIES FROM THE CENTRAL EQUIPMENT AND SPARE PARTS DIVISION Annual Temporary	1 year		1 year	After renewal of authority After receipt
217	BARTER AGREEMENTS ENTERED INTO BY DPWH	2 years		2 years	After settled
218	CHARGE ACCOUNTS Cost of Repair of Equipment PNP Clearance LTO Registration	1 year		1 year	After settled
219	CONFIRMATION LETTERS OF REGIONAL EQUIPMENT SERVICES FOR ITEMS WITHDRAWN BY REPRESENTATIVES	1 year		1 year	After issuance/receipt of items
220	CONTRACTS Consultancy Janitorial Security Guards	5 years		5 years	After renewed/terminated and/or finally settled



5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
221	CONVERSION RECORDS Converted dump trucks to shuttle bus	1 year		1 year	After registered
222	COSTS OF REPAIR RECORDS	1 year		1 year	
223	DOCKET BOOKS OF EQUIPMENT Bill of Lading Nos. Date DPWH Property Nos. Location Memo Receipts Nos. Serial Nos.	P E R M A N E N T			
224	DOCUMENTS ON LOCALLY PURCHASED EQUIPMENT/ITEMS Certificate of Acceptance by the Requisitioner Certificate of Inspection (Property and Procurement Division Inspector and CESPD) Credit Memo of Equipment Returned	2 years		2 years	If not attached to voucher
225	EQUIPMENT FOR REHABILITATION RECORDS	4 years		4 years	
226	EQUIPMENT HISTORY CARD	1 year		1 year	After equipment had been disposed
227	EQUIPMENT LOANED RENT FREE RECORDS	4 years		4 years	
228	EQUIPMENT MACHINERY CARD (BPH E-21)	1 year		1 year	After equipment had been disposed
229	FREIGHT FILES Bill of Lading Certification of Acceptance	5 years		5 years	After acceptance, finally settled and post-audited
230	IMPORTATION SERVICES FILES Parcel STC Printed Matter Spare Parts/Truck Parts Various Surveying Instruments	5 years	5 years	10 years	
231	INSURANCE FILES Building Insurance Equipment GSIS Various Motor Vehicles	5 years	5 years	10 years	
232	INVENTORY TAG CARDS (GF 71-A)	1 year		1 year	After updated
233	LISTINGS OF VEHICLES	1 year		1 year	After updated



5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
234	PACKING LISTS OF UNSERVICEABLE/ OBSOLETE SPARE PARTS AND OTHER RELATED DOCUMENTS	1 year		1 year	After dropping from the Book of Account
235	PILFERAGES OF COMPONENT PARTS OF EQUIPMENT INDORSEMENT	5 years	5 years	10 years	
236	PROJECT EVALUATIONS AND RESOLUTIONS	5 years	5 years	10 years	After superseded
237	PURCHASE/SALE OF UNSERVICEABLE EQUIPMENT RECORDS	2 years	2 years	4 years	
238	REGIONAL EQUIPMENT SERVICE SITE FILES Donation Evaluation of Canvass Papers Offering a Parcel of Land	10 years	10 years	20 years	
239	REGISTRATION OF EQUIPMENT FILES Accident Report/ Claims Certificate of Cover Insurance Policy	1 year		1 year	After equipment had been disposed
240	RENTAL RATES OF EQUIPMENT	1 year		1 year	After superseded
241	REPAIRS OF EQUIPMENT RECORDS	2 years		2 years	
242	REPORTS Accident/Incident Monthly Fleet Demand/Availability Spare Parts Technical Assistance on Government Agencies Equipment	2 years		2 years	
243	REQUESTS	2 years		2 years	After acted upon
244	RESEARCH ON EQUIPMENT AND MODEL	2 years		2 years	
245	SECURITY PLATES RECORDS	1 year		1 year	After renewal
246	SUMMARIES OF PAYMENTS TO CONTRACTORS ON PROJECTS COMPLETED	5 years	5 years	10 years	Provided post-audited, finally settled and not involved in any case
247	SURVEYS OF WORKSHOPS SITE, PLAN LAYOUTS	3 years		3 years	
248	TRANSFER OF EQUIPMENT FILES Request for Transfer of Equipment Transfer w/o Cost of Various Equipment	2 years 5 years		2 years 10 years	After acted upon



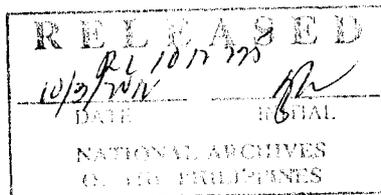
5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
<u>Central Equipment and Spare Parts</u>					
249	BILLS OF LADING	2 years		2 years	After delivery of equipment had been accepted
250	INVOICE RECEIPTS	3 years		3 years	After issuance of clearance had been terminated/after property had been returned
251	REPORTS Equipment Status Post-inspection Receiving Waste Materials	2 years		2 years	
252	REQUESTS FOR INSPECTION	2 years		2 years	After acted upon
<u>Equipment Maintenance</u>					
253	MONTHLY PREVENTIVE MAINTENANCE CONSOLIDATED/LUBRICANT CONSUMPTION REPORTS	5 years		5 years	
<u>Equipment Utilization</u>					
254	QUARTERLY OPERATIONAL STATEMENTS	3 years		3 years	
255	REPORTS Breakdown of Expenditures Construction Equipment Covered by Contract Equipment Availability Utilization Equipment Consumption Equipment Rehab Status Interim Repair Monthly Spare Parts/Materials Issued/Received Rent Free Rental Rates Summary of Accounts Receivables Summary of Budget Releases Supply Adjustment Sheet	3 years		3 years	
<u>General Services Unit</u>					
256	CERTIFICATES OF DISPOSAL OF EQUIPMENT	P E R M A N E N T			
257	CHECKLISTS OF PROPERTY RETURNED	2 years		2 years	After property had been disposed
258	CLEARANCES	1 year		1 year	

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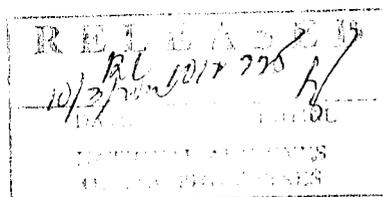
5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
259	CREDIT MEMORANDUM RECEIPTS	2 years		2 years	After property had been disposed
260	GATE PASSES	1 year		1 year	
261	INDORSEMENTS	2 years		2 years	
262	MONITORING REPORTS	2 years		2 years	
263	QUOTATION BROCHURES OF OFFICE EQUIPMENT	3 years		3 years	
264	REFILLING OF FIRE EXTINGUISHER RECORDS	3 years		3 years	
265	REPAIRS AND MAINTENANCE RECORDS	2 years		2 years	
266	SUPPLEMENTARY PROGRAMS	3 years		3 years	
267	SURVEY ON INFORMATION TECHNOLOGY RESOURCES	2 years		2 years	
268	TERMITE SERVICES AND PEST CONTROL RECORDS	2 years		2 years	
	<u>Marine Equipment</u>				
269	DREDGING RECORDS	5 years	5 years	10 years	
270	EQUIPMENT RECOMMENDED FOR DECOMMISSION RECORDS	5 years	5 years	10 years	
271	PROGRAM OF WORK	P E R M A N E N T			
272	YEAR-END ACCOMPLISHMENT AND THRUST AND TARGETS	P E R M A N E N T			
	<u>Motorpool</u>				
273	CERTIFICATES OF INSPECTION AND ACCEPTANCE	1 year		1 year	After equipment had been disposed
274	EQUIPMENT JACKET RECORDS	5 years		5 years	
275	JOB ORDERS	1 year		1 year	
276	PRE-INSPECTION REPORTS	2 years		2 years	

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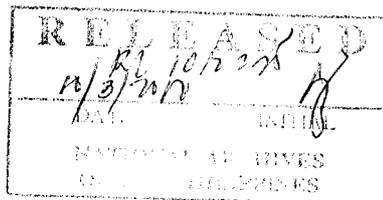
5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
BUREAU OF MAINTENANCE RECORDS					
<u>Building Services</u>					
277	APPRAISAL AND DETERMINATION OF VALUE OF GOVERNMENT-OWNED BUILDINGS	P E R M A N E N T			
278	CRITERIA/GUIDELINES/STANDARDS ON RENTAL RATES	P E R M A N E N T			
279	DEMOLITION OF GOVERNMENT OWNED BUILDINGS RECORDS	5 years		5 years	
280	INSURANCE RECORDS OF NATIONAL GOVERNMENT-OWNED BUILDINGS	2 years		2 years	After renewal
281	SPACE REQUIREMENTS OF VARIOUS GOVERNMENT AGENCIES RECORDS	5 years	10 years	15 years	After superseded
<u>Inspectorate</u>					
282	ROAD CONDITION RATING (National, Provincial, City, Municipal, Barangay)	5 years		5 years	
283	REPORTS Completed Infrastructure Projects Status of Implementation of National Maintenance Management Projects	3 years 5 years		3 years 5 years	
284	VERIFICATIONS OF CALAMITY DAMAGES ON INFRASTRUCTURE PROJECTS	5 years		5 years	
<u>Inventory and Statistics</u>					
285	APPROVED BASIC COST PER EMK ANALYSIS AND COMPUTATIONS	P E R M A N E N T			
286	INVENTORIES Central/ Regional Office Buildings Flood Control and Drainage Health Facilities Roads and Bridges (national, provincial, city, municipal, barangay) School Buildings Water Supply System	2 years		2 years	After superseded
287	ROAD MAPS AND MAPS FOR OTHER INFRASTRUCTURE PROJECTS	P E R M A N E N T			Transfer to NAP



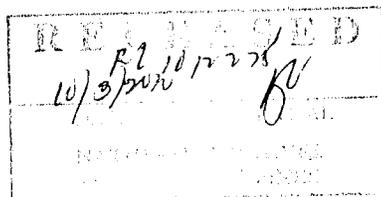
5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
288	STATISTICAL REPORTS Average Annual/ Daily Traffic (AADT) Types of Roads and Bridges	P E R M A N E N T			
BUREAU OF RESEARCH AND STANDARD RECORDS					
289	CERTIFICATES OF QUALITY CONTROL ASSURANCE	5 years		5 years	After project completion
290	CERTIFICATIONS ON TURNED-OVER LABORATORY TESTING EQUIPMENT/ APPARATUS FROM FOREIGN-ASSISTED PROJECTS	1 year		1 year	
291	CHANGE / EXTRA WORK ORDERS	1 year		1 year	After project completion
292	CHECKLISTS ON MONTHLY MATERIALS REPORTS	5 years		5 years	After project completion
293	COST ESTIMATES ON CORE BORING	5 years		5 years	After project completion
294	CREDENTIALS FOR ACCREDITATION OF DPWH PROJECT ENGINEERS/PROJECT INSPECTORS Certificates of Training Certifications from Previous Employer M.O.R.E. Rating Projects Designation Orders/Memoranda	5 years		5 years	
295	DISCHARGE MEASUREMENT NOTES	P E R M A N E N T			
296	MATERIAL MAPS/SOURCES	P E R M A N E N T			
297	MATERIALS QUALITY CONTROL REPORTS AND OTHER RELATED DOCUMENTS Certificate of Quality Control Assurance Inspection Reports Materials of Quality Control Progress Status of Test Summary Report of Field Tests Performed Test Report on Concrete Samples Worksheets of all Tests Performed Worksheets for Concrete and Asphalt Mix Design	2 years		2 years	After project completion
298	PHYSICAL INVENTORIES OF COMPONENTS Bagong Lipunan School Buildings Pre-fab School Buildings	P E R M A N E N T			



5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
299	PLANS Administrative Building Employees' Quarters Fencing of Plants Site Roadways and Drainage Special Projects Warehouses Wood and Steel Component Building	P E R M A N E N T			To be transferred to NAP
300	PRICE INDICES OF CONSTRUCTION MATERIALS	2 years		2 years	After superseded
301	PROFESSIONAL ACCREDITATION EXAMINATION RECORDS	1 year		1 year	
302	PROGRAM OF WORK Construction of the Vitas Plant School Building Components	3 years		3 years	
303	QUALITY ASSURANCE UNIT PROJECTS FILES Assessment Report Investigation Report	5 years	5 years	10 years	After project completion
304	QUALITY MANUAL (Requirements for Accreditation of Private Testing Lab. & Batching Plants)	P E R M A N E N T			
305	RATINGS OF TRAINEE-PARTICIPANTS IN MATERIALS ENGINEERING QUALITY CONTROL COURSE	2 years		2 years	
306	REPORTS Calibration Evaluation Executive Summary Production Development of various construction materials Usefulness of newly introduced construction materials Income Gate Keeper Naturally Occuring Materials Project Inspection/ Investigation Project Laboratory Assessment Research on Soils and Materials Test (various construction materials) Written Explanation Evaluation Year-End Report	1 year		1 year	
		P E R M A N E N T			
		5 years	5 years	10 years	Provided post-audited
		P E R M A N E N T			
		P E R M A N E N T			
		5 years	5 years	10 years	After execution of work
		5 years		5 years	After project completion
		P E R M A N E N T			
		5 years		5 years	After project completion
		5 years		5 years	
		P E R M A N E N T			



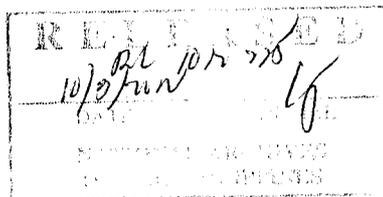
5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS	
		Active	Storage	Total		
307	RIVER CROSS SECTIONAL SURVEYS	P E R M A N E N T			After project completion	
308	SPECIFICATIONS FOR VARIOUS PROJECTS (with contract and plans)	5 years		5 years		
309	STANDARD SPECIFICATIONS FOR HIGHWAYS AND BRIDGES	P E R M A N E N T				
310	STATEMENTS OF CHARGES FOR LABORATORY TESTS AND EQUIPMENT RENTALS	5 years	5 years	10 years		
311	TECHNICAL BOOKS/PUBLICATIONS (RECORD SET)					Transfer to Library
312	TECHNICAL REPORTS AND EVALUATIONS Core Boring of Concrete and Asphalt Pavement	5 years		5 years		After project completion
313	TEST REPORTS OF SAMPLES OF MATERIALS FROM INSPECTED PLANTS/ MANUFACTURERS/SUPPLIERS	5 years		5 years		
PROJECT MANAGEMENT OFFICE RECORDS						
314	DESIGNS Analysis Review	P E R M A N E N T				
315	DETAILED UNIT PRICE ANALYSIS	P E R M A N E N T				
316	DEVELOPMENT MASTER PLANS	P E R M A N E N T				
317	DEVELOPMENT PERSPECTIVES	P E R M A N E N T				
318	DEVELOPMENT STUDY PROGRAMS	P E R M A N E N T				
319	DRAFTS Conditions Flood Control , Irrigation , & Drainage System Land Improvement Pumping Equipment Construction Plan and Schedule General Specification Pre-qualification document Technical Standards and Guidelines for Planning and Design	P E R M A N E N T				
320	EXECUTIVE SUMMARY	P E R M A N E N T				



5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
321	FEASIBILITY STUDIES	P E R M A N E N T			
322	GUIDELINES Environmental Quality Control	P E R M A N E N T			
323	INDEPENDENT CERTIFICATION ENGINEER (ICE), INTEREST DURING CONSTRUCTION (IDC) FILES Profile Scope of Work	5 years	5 years	10 years	
324	INTERNATIONAL BANK RECONSTRUCTION DEVELOPMENT RECORDS	P E R M A N E N T			
325	LISTS Approved Change of Creditors Borrowed Equipment Payables-Unliquidated Obligation Projects	5 years 1 year 5 years 5 years	5 years	10 years 1 year 10 years 5 years	After updated
326	LOAN AGREEMENTS	P E R M A N E N T			
327	MONTHLY SCHEDULE OF PROJECT INSPECTION	5 years		5 years	After project completion
328	PERT/ CPM DIAGRAMS	P E R M A N E N T			
329	PILE DRIVING AND COMPUTATION RECORDS	P E R M A N E N T			
330	PRICE ADJUSTMENTS	5 years	5 years	10 years	
331	PROGRAMS AND PROJECTS RECORDS (Flyover, Interchange, Right-of-way, Roads)	5 years	10 years	15 years	After the project completion
332	PROPOSAL BOOK CONTRACTS	1 year		1 year	After termination of contract
333	PUBLIC FORUM RECORDS	5 years	5 years	10 years	
334	RESOLUTIONS FOR ACCESS ROADS, LATRINES, WELLS (Rural Water Supply - RWS)	P E R M A N E N T			
335	RIVER BASIN FILES Aerial Photo Study	P E R M A N E N T			
336	SOCIO-ECONOMIC PROFILES	P E R M A N E N T			

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5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
337	SPECIFICATIONS FILES Paints Roads and Bridges Special (Civil Works) Technical (Vol. III)	P E R M A N E N T			
338	STATEMENTS FOR WITHDRAWAL APPLICATIONS	5 years	5 years	10 years	Provided approved by lending institutions and post-audited
339	STUDY OF THE ORGANIZATIONS AND FUNCTIONAL STRUCTURE OF PROJECT MANAGEMENT OFFICE (DPWH)	P E R M A N E N T			
340	SUPPLEMENTAL DATA	P E R M A N E N T			
341	SUPREME COURT ANALYSIS	P E R M A N E N T			
342	SURVEYS	P E R M A N E N T			
343	SUSPENSION/RESUME ORDERS	5 years		5 years	After project completion
344	TECHNICAL NOTES	P E R M A N E N T			
345	TECHNICAL PROPOSALS	P E R M A N E N T			
346	TERMS OF REFERENCE (Consultancy Services)	P E R M A N E N T			
347	UNIT COST ANALYSIS	5 years		5 years	
348	VARIATION ORDERS Change Extra Work Supplemental	P E R M A N E N T			Other copies dispose 1 year after project completion



Prepared By:

ROLANDO M. BONE
Chief, Records Management Division

Recommending Approval:

JAIME A. PACANAN, Ph.D., CESO I
Undersecretary for Support Services

Assisted By:

JANET A. FRANCIA
Sr. Records Management Analyst

Approved:

TERENCE MICHAEL A. TABLIZO
Records Management Analyst

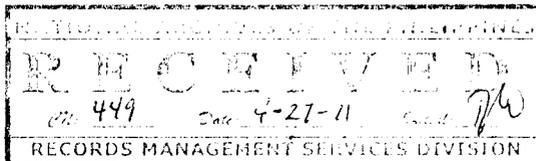
RAUL C. ASIS
Undersecretary
Officer-in-Charge

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This Records Disposition Schedule

is being returned for improvement/correction

is being recommended for approval



RICARDO F. EUGENIO

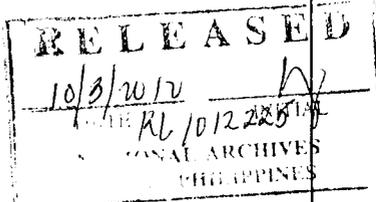
OIC-Chairman

Records Management Evaluation Committee

9/16/12

7/12/12

Date



APPROVED:

VICTORINO M. MANALO

Executive Director

01 OCT 2012

Date

