

## Processing of Personal Data

Data subjects must be informed that their personal data is or will be collected and processed. They have the right to access their own personal data; correct any inaccuracy and error in their personal data; right to suspend or block; and destruct their personal data; provided that it is outside the retention period policy of the DOST-ITDI.

### A. Data Collection

The DOST-ITDI collects personal information from its applicants, employees and customers. Collection of the DOST-ITDI employee's profile starts in the submission of documents during the application for vacant position. In availing the technical services, the DOST-ITDI collects personal information from customers. Refer to **Annex A – The DOST-ITDI Forms that Collect Personal Information**

### B. Use of Data


The DOST-ITDI collects information from its employee for profiling purposes. Employee profile is use to manage the DOST-ITDI Human Resources, process employee's payroll and benefits and for future references. Information collected from customer will be used for MOA, MOU, identification of request for technical services, use of facilities and request for training.

### C. Storage and Retention of Data

Document	Format / Medium	Retention Period
The DOST-ITDI employee's record 201 files	Hard and soft copies	The DOST-ITDI follows the guidelines provided by the National Archives of the Philippines and the retention period stated in the DOST-ITDI ISO 9001:2015 and ISO/IEC 17025 Policy Manual
PMISD Project Monitoring Files	Hard and soft copies	
NMD, STD and TSD Customer Profile	Hard and soft copies	

### D. Disposal of Data

Data shall be disposed after the retention period (employees no longer connected with the DOST-ITDI through retirement, resignation or dismissal; unaccepted job applicants; end of MOA or MOU with customers; and TSR Form and Technical Service Report). Refer to **Annex J – Retention and Disposal Procedure of ITDI Documents**.

 ITDI	<p style="text-align: center;"><b>OPERATIONS MANUAL</b> <b>NATIONAL METROLOGY LABORATORY</b></p>	
<p style="text-align: center;"><b>Control of Records</b></p>		Version 1
		Page 2 of 4

8.4.4.3 NML maintains and retain records for a minimum period of time given below:

Table 8.4.4.1 Quality Records


Quality Record	Form Used	Holder	Minimum Retention Period, years
Document Control Form	F 8.3.a	Document Controller	5
Revision History	F 8.3.b	Document Controller	5
Master List of Internal Documents	F 8.3.c1	Document Controller	5
Master List of External Documents	F 8.3.c2	Document Controller	5
Master List of Equipment Manuals	F 8.3.c3	Document Controller	5
Distribution List	F 8.3.d	Document Controller	5
Document Review Form	F 8.3.e	Section Head	5
Technical Services Request Form	F 7.1.1.a	RRU	5
On-Site Technical Services Agreement	F 7.1.1.b	RRU	5
Purchase Request, copy	F 6.6.2 (GAA form no Appendix 60)	Section	5
Purchase Order, copy	F 6.6.3 (GAA form no Appendix 61)	Section	5
Inspection and Acceptance Report	F 6.6.2.c (GAA form no Appendix 62)	Section	5
List of Approved Vendors and Suppliers	F 6.6.1	Section	5
Complaint	F 8.9	Chief, QM	5
Customer Feedback	F 8.6.2	Chief, QM	5
Corrective / Preventive Action Report	F 8.7	QM and Section Head	5
Corrective / Preventive Action List	F 8.7.3	QM and Section Head	5
Audit Schedule and Plan	F 8.8.2	QM and Section Head	5
Notice of Audit	F 8.8.2.a	QM and Section Head	5
Invitation for the Technical Requirement – Lead Auditor	F 8.8.2.c	QM and Section Head	5
Audit Report (Non Conformity Report)	F 8.8.2.b	QM and Section Head	5
Non Conformity List	F 7.10.2	QM and Section Head	5
Audit Summary	F 8.8.2.c	QM and Section Head	5
Notice/Agenda of Management Review Meeting	F 8.9.1	QM and Section Head	5
Management Review Report	F 8.9.2	QM and Section Head	5

Approval is evidenced by Prepared by: LNAbian

Reviewed by: MISalazar

Approved by: MMRuiz



 <b>ITDI</b>	<b>OPERATIONS MANUAL</b> <b>NATIONAL METROLOGY LABORATORY</b>	
<b>Control of Records</b>		Version 1
		Page 3 of 4

The Technical records listed below shall serve as the overview list of records to be maintained in each laboratory.

Table 8.4.4.2 Technical Records


Technical Record	Form Used	Holder	Retention Period, years
Report of Training	<b>F 6.2.2.a</b>	Section	5
Training Appraisal	<b>F 6.2.3</b>	Section	5
Summary of Training (Staff /Section)	<b>F 6.2.2.b</b>	Section	5
Staff Development Plan (Individual/Section/NML)	<b>F 6.2.2.c</b>	Section	5
Authorization per staff	<b>F 6.2.5.e</b>	Section	5
Personal Data Sheet	<b>CS Form No. 212</b>	Office of the Chief/Section	Duration of service + 5
Environmental Conditions	<b>F 6.3.3</b>	Section	5
Equipment Record	<b>F 6.4.13.b</b>	Section	Service life + 5
Calibration Record-for Customer and Section standards (with data sheets; work sheets; calculations; measurement results, certificates and reports)	<b>F 6.4.5</b>	Section	5
Calibration Program	<b>F 6.4.7</b>	Section	5
RRU's TSR Logbook	<b>F 7.4.2a</b>	RRU	5
Section's TSR Logbook	<b>F 7.4.2.b</b>	Section	5
Customer Property Entry – Exit-Pass	<b>F 7.4.3</b>	RRU	5
Interlaboratory comparisons and proficiency tests results		Section	indefinite
Software Verification		Section	5
Assessment of uncertainties		Section	5
Control charts		Section	5
Other records related to accumulation of data and information and that are specific to each Section		Section	5

Approval is evidenced by

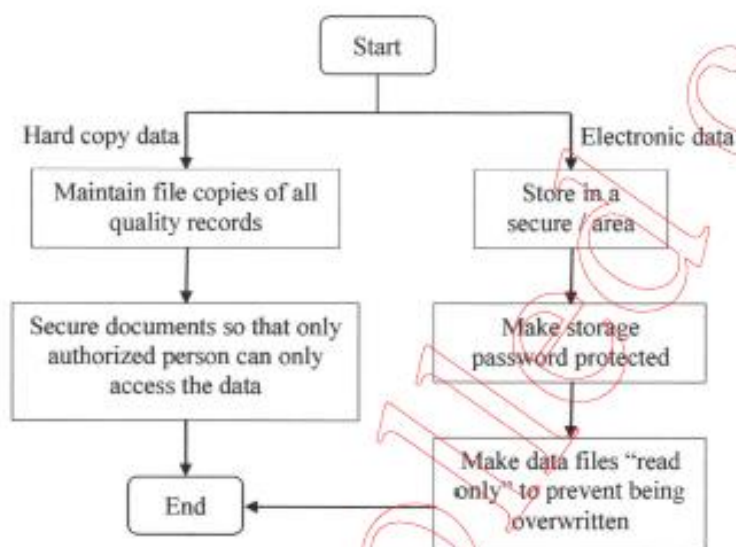
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Approved by: MMRuiz

	<p align="center"><b>OPERATIONS MANUAL</b> NATIONAL METROLOGY LABORATORY</p>	
<p align="center"><b>Control of Records</b></p>		<p align="center">Version 1 Page 4 of 4</p>


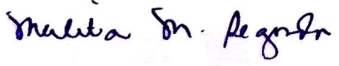
Process Flow:





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		EFFECTIVITY DATE	30 May 2021
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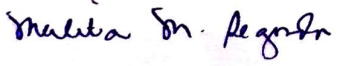
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				FOLDER	SCHEME	ACTIVE	STORAGE		
QR-ADM- HRM-01	List of Vacant Positions	HRM Staff	HRM Open Shelf 2	Folder	Control Number	1	1	2	Sell
QR-ADM- HRM-02	Job Vacancy Announcement	HRM Staff	Storeroom 1 Cabinet 4	Folder	Control Number	1	1	2	Sell
QR-ADM- HRM-03	Minutes of Selection Board Meeting	HRM Staff	HRM Open Shelf 3	Folder	Control Number	Permanent	Permanent	Permanent	N/A
QR-ADM- HRM-04	List of Requirement for Appointment	HRM Staff	HRM Open Shelf 1	Folder	Control Number	1	1	2	Sell
QR-ADM- HRM-05	Report of Appointment Issued	HRM Staff	HRM Open Shelf 2	Folder	Control Number	Permanent	Permanent	Permanent	N/A

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		EFFECTIVITY DATE	30 May 2021
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				FOLDER	SCHEME	ACTIVE	STORAGE		
QR-ADM- HRM-06	Actual duties and Responsibilities	HRM Staff	HRM Open Shelf 2	Folder	Control Number	1	1	2	Sell
QR-ADM- HRM-07	Performance Evaluation	HRM Staff	HRM Open Shelf 4	Folder	Control Number	1	1	2	Sell
QR-ADM- HRM-08	Individual 201 File	HRM Staff	Store Cabinet 1,2 & 3	Folder	Control Number	1	1	2	Sell
QR-ADM- SDC-01	Minutes of the Meeting	HRM Staff	Cabinet 1	Folder	Control Number	Permanent	Permanent	Permanent	N/A
QR-ADM- SDC-02	Attendance for the monthly Technical Session	HRM Staff	Cabinet 1	Folder	Control Number	1	1	2	Sell

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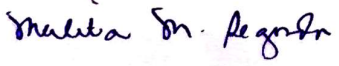
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		EFFECTIVITY DATE	30 May 2021
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QR-ADM-SDC-03	Staff Development Plan	HRM Staff	Cabinet 1	Folder	Control Number	1	1	2	Sell
QR-ADM-SDC-04	Logbook of Employees with Travel Abroad	HRM Staff	Cabinet 1	Folder	Control Number	1	1	2	Sell
QR-ADM-SDC-05	201 Files for Training contains approved Special Order of employees to attend training/seminars	HRM Staff	Storage Room 2 Open Shelf	Folder	Control Number	1	1	2	Sell
QR-ADM-SDC-06	Checklist of requirements for nomination/participation to travel broad	HRM Staff	Open Cabinet	Folder	Control Number	1	1	2	Sell
QR-ADM-SDC-07	SDC-F1 (Trainees' Performance Appraisal)	HRM Staff	Open Shelf	Folder	Control Number	1	1	2	Sell


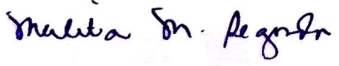
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		EFFECTIVITY DATE	30 May 2021
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QR-ADM-SDC-08	SDC-F2 (Report of Training)	HRM Staff	HRM Open Shelf 1	Folder	Control Number	1	1	2	Sell
QR-ADM-SDC-09	SDC-F3 (Training Program Impact Assessment form)	HRM Staff	HRM Open Shelf 1	Folder	Control Number	1	1	2	Sell
QR-ADM-SDC-10	SDC-F4 (Individual Competency Assessment)	HRM Staff	HRM Open Shelf 1	Folder	Control Number	1	1	2	Sell
QR-ADM-SDC-11	SDC-F5 (Evaluation Sheet on the Trainer)	HRM Staff	HRM Open Shelf 1	Folder	Control Number	1	1	2	Sell
QR-ADM-SDC-12	SDC-F6 (Evaluation on the Training)	HRM Staff	HRM Open Shelf 1	Folder	Control Number	1	1	2	Sell

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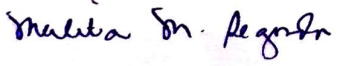
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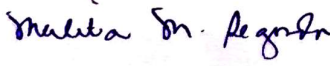
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				FOLDER	SCHEME	ACTIVE	STORAGE		
QR-ADM-SDC-13	SDC-F& (SDC Monitoring Sheet)	HRM Staff	HRM Open Shelf 1	Folder	Control Number	1	1	2	Sell
QR-ADM-PPMS-01	Purchase Request	PPMS STAFF	Printer Table PPS	Folder	Control Number	1	1	2	Sell
QR-ADM-PPMS-02	Request for Quotation	PPMS STAFF	Printer Table PPS	Folder	Control Number	1	1	2	Sell
QR-ADM-PPMS-03	Abstract of Canvass	PPMS STAFF	Printer Table PPS	Folder	Control Number	2	1	3	Sell
QR-ADM-PPMS-04	Purchase Order	PPMS STAFF	Printer Table PPS	Folder	Control Number	4	1	5	Sell

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	<b>MASTER LIST OF RETAINED DOCUMENTED INFORMATION</b> <b>Administrative Division</b>	PAGE NUMBER	6 of 8
		EFFECTIVITY DATE	30 May 2021
		DOCUMENT TYPE	PAPER / PDF FILE

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				FOLDER	SCHEME	ACTIVE	STORAGE		
QR-ADM-PPMS-05	Work Order	PPMS STAFF	Printer Table PPS	Folder	Control Number	2	1	3	Sell
QR-ADM-PPMS-06	Purchase Order Monitoring Logbook	PPMS STAFF	Printer Table PPS	Folder	Control Number	1	1	2	Sell
QR-ADM-PPMS-07	Purchase Request Monitoring Sheet	PPMS STAFF	Printer Table PPS	Folder	Control Number	1	1	2	Sell
QR-ADM-PPMS-08	Invoice Receipt/Delivery Receipt	PPMS STAFF	Printer Table PPS	Folder	Control Number	5	1	6	Sell
QR-ADM-PPMS-09	Inspection And Acceptance Report	PPMS STAFF	Printer Table PPS	Folder	Control Number	2	1	3	Sell


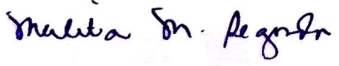
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		REVISION NUMBER	5
	<b>MASTER LIST OF RETAINED DOCUMENTED INFORMATION</b> <b>Administrative Division</b>	PAGE NUMBER	7 of 8
		EFFECTIVITY DATE	30 May 2021
		DOCUMENT TYPE	PAPER / PDF FILE

QUALITY RECORD CODE	DOCUMENT TITLE	CUSTODIAN	LOCATION	FILING SYSTEM		RETENTION PERIOD		TOTAL / Reason of Retention	DISPOSITION
				FOLDER	SCHEME	ACTIVE	STORAGE		
QR-ADM-PPMS-10	Acknowledge Receipt of Equipment	PPMS STAFF	Printer Table PPS	Folder	Control Number	1	1	2	Sell
QR-ADM-PPMS-11	Inventory Custodian slip	PPMS STAFF	Printer Table PPS	Folder	Control Number	1	1	2	Sell
QR-ADM-PPMS-12	Equipment Ledger Card	PPMS STAFF	Printer Table PPS	Folder	Control Number	2	1	3	Sell
QR-ADM-PPMS-13	Equipment/Semi-Expandable Index Card	PPMS STAFF	Printer Table PPS	Folder	Control Number	2	1	3	Sell
QR-ADM-PPMS-14	Waste Material Report	PPMS STAFF	Printer Table PPS	Folder	Control Number	2	1	3	Sell

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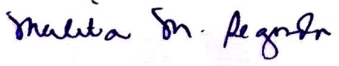
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				FOLDER	SCHEME	ACTIVE	STORAGE		
QR-ADM-PPMS-15	List of ITDI Accredited Suppliers	PPMS STAFF	Printer Table PPS	Folder	Control Number	2	1	3	Sell
QR-ADM-PPMS-16	Suppliers Performance Rating sheet	PPMS STAFF	Printer Table PPS	Folder	Control Number	2	1	3	Sell
QR-ADM-PPMS-17	Notification Letter to Applicant Supplier	PPMS STAFF	Printer Table PPS	Folder	Control Number	2	1	3	Sell
QR-DC-02	Accomplished DC-F2, Issue/Withdrawal Form	R. Deluta	Shelves @ ADM-OC	Folder	Control Number	2	1	3 yrs	Recycle

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# National Archives of the Philippines

REPUBLIC OF THE PHILIPPINES  
NATIONAL ARCHIVES OF THE  
PHILIPPINES

PAMBANSANG SINUPAN NG PILIPINAS  
TNL BLDG., T.M. KALAW STREET, ERMITA  
MANILA 1000

TEL NOS. 521-6830/525-0021/525-1407 LOC. 103

E-MAIL: [phinatarch@yahoo.com](mailto:phinatarch@yahoo.com)

WEBSITE: [www.nationalarchives.gov.ph](http://www.nationalarchives.gov.ph)

## NAP GENERAL CIRCULAR No. 1 January 20, 2009

TO : HEADS OF ALL BRANCHES OF THE  
GOVERNMENT, CONSTITUTIONAL  
OFFICES, LOCAL GOVERNMENT UNITS  
(LGUS), GOVERNMENT-OWNED AND  
CONTROLLED CORPORATIONS (GOCCs),  
GOVERNMENT FINANCING INSTITUTIONS  
(GFIs), STATE UNIVERSITIES AND  
COLLEGES (SUCs), PHILIPPINE  
EMBASSIES, CONSULATES AND OTHER  
PHILIPPINE OFFICES ABROAD.

SUBJECT: RULES AND REGULATIONS GOVERNING  
THE MANAGEMENT OF PUBLIC  
RECORDS AND ARCHIVES ADMINISTRA-  
TION

These rules and regulations are issued under the provision of RA 9470 otherwise known as the National Archives of the Philippines Act of 2007 and its Implementing Rules and Regulations, to effect better coordination in the management of government records and public archives. The National Archives of the Philippines is mandated to plan, develop, prescribe, disseminate, and enforce policies, rules and regulations and coordinate government-wide programs governing the creation, general protection, use, storage and disposition of public records including the acquisition, storage and preservation of public archives and providing facilities for reference, research or other purposes.

(Sgd.) MARIETTA R. CHOU  
*Acting Executive Director*

## ARTICLE I COVERAGE

### Rule 1

These rules and regulations have been promulgated to be followed by all government agencies empowering better coordination in the management of government records and public archives.

## ARTICLE II RECORDS AND ARCHIVES TERMINOLOGY

### Rule 2. Definition

*Access* – refers to the granting of permission to:

- (1) use the reference service of an archives institution;
- (2) examine and study individual archives and records or collections held by archives; and
- (3) extract information from archives and records for research or publication;

*Accession* – refers to the process of transferring non-current / archival records from the custody of an operating agency to the administrative control and guardianship of a records center / archival agency;

*Agency* – refers to any agency other than the National Archives of the Philippines;

*Archives* – shall refer to:

- (1) public records, papers, periodicals, books or other items, articles or materials, whether in the form of electronic, audio-visual, or print, which by their nature and characteristics have enduring value, that have been selected for permanent preservation;



- (2) the place (building/room/storage area) where archival materials are kept and preserved; and
- (3) an organization (or part of an organization) whose main function is to select, collect and preserve archival records and make such records available for public use;

*Acquisition* – refers to:

- (1) the act of obtaining records for the archives, through donations, transfers, loans, or purchase both from public and private archives;
- (2) the terms of agreement, procedures and documentation used by archival repositories to obtain physical and legal ownership of archival materials from depositors; and
- (3) a unit of archival material that has been recently collected or acquired;

*Authority* – refers to a conclusive statement leading to an official decision pertaining to records and archives management;

*Classification Scheme or Guide* – refers to a systematic arrangement of subjects according to a plan as an aid in classifying file materials;

*Conservation* – refers to the physical care and maintenance of archival materials, including cleaning, storage, and repair;

*Controlling Government Agency* – shall refer to:

- (1) public office that controls the public records;
- (2) public office that has the power to determine the conditions of access to the public archives; and
- (3) any successor of a public office that is abolished, merged or reorganized;

*Document* – refers to recorded information regardless of medium or characteristics. Frequently used interchangeably with "records";

*File* – refers to:

- (1) a folder containing records; or
- (2) a collection of records involving a specific name or topic; or
- (3) a class of records in a separate group or series of file drawers; or
- (4) the operation involved in arranging records in systematic order;

*File Break* – refers to the termination of filing activity for a particular file at a predetermined time, or after a lapse of a specific event and the beginning of a new filing period;

*File Containers* – refer to steel filing cabinets, open wooden shelves, vaults, corrugated boxes, file jackets and the like used to keep the records of the agency;

*General Records Disposition Schedule* – refers to a records control schedule governing the disposition of specified recurring records series common to all government agencies issued by National Archives of the Philippines;

*Non-current Records* – refer to files that deal with completed or adjourned business not needed for action or reference in continuing agency transactions but have continuing research or historical value to the government and public;

*Preservation* – refers to all actions taken to retard deterioration of, or prevent damage to, cultural materials and controlling the environment and conditions of use and may include treatment to maintain materials as nearly as possible in an unchanging state;

*Public Records* – refer to record or classes of records, in any form, in whole or in part, created or received, whether before or after the effectivity of R.A. 9470, by a government agency in the conduct of its affairs, and have been retained by that government agency or its successors as evidence or because of the information contained therein;

**Records** – refer to information, whether in its original form or otherwise, including documents, signatures, seals, texts, images, sounds, speeches, or data compiled, recorded, or stored, as the case may be:

- (1) in written form on any material; or
- (2) on film, negative, tape, or other medium so as to be capable of being reproduced; or
- (3) by means of any recording device or process, computer, or other electronic device or process;

**Records Center / Storage Area** – refers to an intermediate repository in which non-current records of various government offices are stored until they can be destroyed or transferred to the National Archives of the Philippines;

**Records Creation** – refers to the:

- (1) organization's operation wherein exchange of written ideas between two sources occur;
- (2) act of controlling records and retaining them in records keeping system; and
- (3) bringing of records into existence as evidence of any administrative process;

**Records Custodian** – refers to any agency employee with responsibilities over a particular set of records. A records custodian must keep the Records Officer informed of any issues regarding the records in their custody;

**Records Disposition Schedule** – refers to the listing of records series by organization showing, for each records series the period of time it is to remain in the office area, in the storage (inactive) area and its preservation or destruction;

**Records Maintenance and Control** – refers to the creative process of records management that includes the proper handling and operations of records, the arrangement of written materials into usable

filing sequence, and the selection of the most efficient type of filing equipment;

**Records Management** – refers to the managerial activities involved with respect to the records creation, records maintenance and use, transmission, retention, and records disposition in order to achieve adequate and proper documentation of policies and transactions of government for its efficient, effective and economical operation;

**Records Management Audit** – refers to the periodic inspection of the records holdings of government offices, whether national or local for purposes of identifying and incorporating records series that are not yet included in the agency's Records Disposition Schedule;

**Records Management Improvement Committee** – refers to a group of key officials and employees designated by the head of the agency responsible for the improvement of their records activities;

**Records Management Manual** – refers to a guide which contain the functions, organizational chart of the records office, policies and standard operating procedures on records management activities of an agency;

**Records Office** – refers to an organizational unit responsible for planning, developing, prescribing, disseminating and enforcing policies, rules and regulations and coordinating agency-wide records management program;

**Records Officer** – refers to the employee responsible for overseeing the records management program and providing guidance on adequate and proper recordkeeping;

**Records Series** – refer to a group of related records arranged under a single unit or kept together as a unit because they deal with a particular subject, result from the same activity or have a special form;

**Reference Service** – refers to the function and activity of making available to inquirer,

records, reproduction of records, or information from or / about records, the last in conference or in writing;

*Restriction* – refers to the limitation placed by authority on access to records or information;

*Restricted Access Records* – refer to records which access have been restricted because there exists a legal impediment and/or standard or advice issued by the Executive Director, NAP, that requires such public records to be withheld from public access;

*Retention Period* – refers to the specific period of time established and approved by the National Archives of the Philippines as the life span of records, after which they are deemed ready for permanent storage or destruction;

*Transfer of Records* – refers to the systematic movement of records out of high cost space and equipment to less expensive storage area / Records Center;

*Valueless Records* – refer to all records that have reached the prescribed retention periods and outlived the usefulness to the agency or the government as a whole;

*Vital Records* – refer to records containing information essential for: emergency operation during a disaster; the resumption and/or continuation of operations; the re-establishment of the legal, financial and/or functional status of the organization; and the determination of the rights and obligations of individuals and corporate bodies with respect to the organization.

### ARTICLE III

## RECORDS MANAGEMENT AND ARCHIVES ADMINISTRATION

### **Rule 3. Requirements of Records and Archives Management**

#### **3.1. Establishment of a Records and Archives Management Program**

All government agencies shall establish and maintain an active continuing program directed to the application of efficient and economical records

management methods relating to the creation, utilization, maintenance, retention, preservation and disposal of public records.

#### **3.2 Establishment of Records and Archives Office / Unit**

All government agencies shall each establish their records and archives office / unit in coordination with the DBM and the NAP from their organic personnel within a year from the date of effectivity of R.A. 9470. The Records Officer or Archivist of a government agency shall head the said office/unit.

#### **3.3 Agency's Records Officer**

Each agency shall appoint a qualified Records Officer for the purpose of implementing and overseeing a records management program and to serve as liaison with the NAP.

In the absence of a qualified Records Officer, a Records Custodian may be designated temporarily by the head of the agency or appointing body.

#### **3.4 Records Management Improvement Committee: Its Composition and Functions**

Each agency shall create a Records Management Improvement Committee (RMIC) as an advisory body on the development of records management, the Chairman and members of which shall be designated by the Head of the Agency.

#### **3.5 Agency Records Management Manual**

Each agency shall develop and maintain a records management operations' manual which shall contain the functions, organizational chart of the records office, policies and standard operating procedures on records management activities.

### **Rule 4. Records and Archives Management Training Program**

#### **4.1 The NAP shall initiate, develop and conduct nationwide training programs on records and archives management**

including the establishment of an archival system for both public and private sectors.

- 4.2 It shall assist government agencies in their in-house training programs concerning records and archives management.

#### **Rule 5. Records Creation**

- 5.1 Each agency shall have an integrated program in the creation of necessary records and copies thereof, including reports, forms, and issuances of the absolute minimum in the most effective way consistent with efficiency and economy.
- 5.2 Each agency shall keep and preserve a logbook in which shall be recorded in chronological order all final official acts, decisions, transactions or contract, pertaining to their functions. The logbook shall be in the custody of the Records Officer/Custodian concerned and shall be open to the public for inspection.
- 5.3 The NAP shall provide assistance to each agency in the classification of issuances, including the conduct of studies for developing sub-classifications and guidelines to meet peculiar needs.

#### **Rule 6. Records Maintenance and Control**

- 6.1 Operations of Incoming and Outgoing Mails  
Each agency shall have a centralized receiving and releasing unit of all communications for proper recording and routing procedures under the accountability of Records Officer/Custodian.
- 6.2 File Classification Guide for Uniform Filing System  
Each agency shall develop a File Classification Guide or Scheme based on its organization and functions for a uniform filing system.
- 6.3 Retention Code  
Retention Code shall be effected by each agency based on the General

Records Schedule and the agency's Records Disposition Schedule before the records are filed.

6.4 Utilization of Filing Equipment and Floor Space

Each agency shall set standards and criteria for the maximum utilization of filing equipment and floor space for maintaining and servicing files

6.5 Personnel Security and Access to the File

The Records Officer and / or his duly authorized personnel shall have the sole access to the office files and shall be responsible for the security of records at all time.

Confidential records shall be kept separately from the general files in secured file containers.

6.6 Servicing with the File

Each agency shall adopt requisition and charge-out procedures in issuing files. A follow-up device shall be developed on charged out records.

#### **Rule 7. Records Disposition**

7.1 Inventory and Appraisal of Records

Each agency shall prepare an inventory and appraisal of its records holding in the prescribed form (NAP Form No. 1) as an initial step in developing the Records Disposition Schedule and for whatever purpose the agency may deem necessary.

7.2 General Records Disposition Schedule (GRDS)

All government agencies and instrumentalities shall observe the enclosed General Records Schedules in determining the disposal of their valueless records.

Agencies shall not dispose of their records earlier than the period indicated for each records series. However, records may be retained for longer periods if there is a need to do so.



**7.3 Agency's Records Disposition Schedule (RDS)**

Each agency shall establish a Records Disposition Schedule, to be accomplished in the prescribed form (NAP Form 2) covering its substantive records and those records not included in the General Records Schedules to serve as guide in the disposition of records, subject to the approval of the NAP.

Any revision or change in the Schedule shall likewise be submitted for approval to the Executive Director as the need arises.

**Rule 8. Turn over of Records to successor**

A person having custody of public records, at the expiration of his/her term of office or employment, shall deliver to his/her successor, or if there is none, to the National Archives of the Philippines, all public records in his/her custody.

**Rule 9. Review and Transfer of Non-current Records to Records Center****9.1 Responsibility of Records Officer**

Each controlling government agency shall be responsible for ensuring that non-current / inactive public records are regularly reviewed and Records Officer shall inspect the files and recommend the transfer to the Records Center Division, NAP or agency's storage area in accordance with the approved Records Disposition Schedule or General Records Disposition Schedule.

**9.2 Transfer and Storage of Non-Current / Inactive Public Records**

Transfer of non-current / inactive public records of a controlling government agency (national and local) to the Records Center Division, shall be in accordance with the approved Records Disposition Schedule for public records of more than five years retention period, and upon recommendation of Records Management Analyst / Archivist based on their final evaluation.

**9.3 Transfer of Public records upon Abolition of Government Agencies: Political Subdivision**

All public records which are in or shall come into the possession of any government agency shall, upon abolition and/or absorption of such agency, be transferred to the custody of the NAP; provided, that such transfer is consistent with the provision of any law or ordinance that declared the abolition and/or absorption of that government agency or political subdivision.

**9.4 Authority to Transfer**

Request for authority to transfer public records to the Records Center Division shall be effected upon the recommendation of the Chief, Records Center and approved by the Executive Director, NAP.

**Rule 10. Administration of Transferred Non-current / Inactive Public Records****10.1 Loan and Permanent Withdrawal of Public Records**

Public records in the Records Center Division, NAP may be requested for loan or permanent withdrawal by the owning agency.

Public records of abolished agencies shall not be loaned or permanently transferred for an indefinite period to another office unless approved by the Executive Director.

**10.2 Disposal of Transferred Public Records**

Public records in the custody of the Records Center Division can only be disposed of upon the final recommendation of the Records Management Analyst / Archivist and with a written concurrence from the owning agency.

Public records of defunct agencies can be disposed of upon the recommendation of the Chief, Records Center Division based on the final evaluation of the Records Management Analyst / Archivist and approved by Executive Director.



Disposal of transferred public records shall follow the guidelines on disposal of valueless records.

**10.3 Transfer of Public Records to Archives Collection and Access Division**

Public records from the Records Center Division (RCD) adjudged / deemed to be of archival value shall immediately be transferred to the Archives Collection and Access Division (ACAD) for permanent preservation.

**10.4 Restrictions to Access to Transferred Records**

Restricted records which have been transferred by government agencies are accessible only to authorized personnel of the transferring agencies.

**Rule 11. Transfer of Records to Archives**

**11.1 Direct Transfer**

The ACAD is authorized to take into its custody all government records with enduring value and other historical materials for research and preservation purposes.

**11.2 Donations**

Donations may be accepted from public and private sectors or entered into exchange policy agreement, subject to existing Philippine laws and evaluation policies of the NAP.

**11.3 Acquisition**

The physical nature and condition of the records, weighed against the capacity of the Archives Collection and Access Division (ACAD) to collect and ensure access to them in the present and the long-term, will be considered as criteria in deciding whether or not to acquire or retain records, particularly technology-dependent records.

**11.4 Access to Archival Materials**

Any person who wishes to request information or have access to archival materials shall follow the procedures set by the ACAD.

**11.5 Preservation of Archival Records**

11.5.1 Archival records shall be stored in authorized repo-

sitories and shall be accessible to the public, subject to certain security and safety measures to preserve the integrity of the records.

11.5.2 It shall be the responsibility of the ACAD to protect archival documents in its custody and the Archives Preservation Division (APD) to undertake corrective measures to rehabilitate deteriorated documents in accordance with widely accepted standards.

11.5.3 All public officials and employees of government agencies shall consult with the NAP regarding proper methods and materials before undertaking conservation of any public records.

**11.6 Publication of Archives**

The Executive Director may subject to condition that he/she deems appropriate, authorize, in writing, the publication or replication of a public archive that is an open access record.

Accessing or replicating a public archive or protected records which is under the control and custody of the NAP shall be deemed prohibited. Such prohibition on public access shall be noted in the Public Access Registry, in accordance with Sec. 15(e)(2) of R.A. 9470.

**ARTICLE IV  
PUBLIC ACCESS**

**Rule 12. Transparency of Transaction and Access to Information**

Each agency must institute adequate records management controls over the maintenance and use of records wherever they are located to ensure that all records, regardless of format or medium, are organized, classified, and described to promote their accessibility.

**Rule 13. Limitation of Access to Public Information**

The National Archives of the Philippines shall provide official information, records or documents to any requesting public, subject to applicable fees and charges, except if:

**13.1 National Defense or Security Matters**

Such information, record or document must be kept secret in the interest of national defense or security or the conduct of foreign affairs;

**13.2 Safety of an Individual**

Such disclosure would put the life and safety of an individual in imminent danger;

**13.3 Established Privilege**

The information, record or document sought falls within the concept of established privilege or recognized exception as may be provided by law or settled policy or jurisprudence;

**13.4 Drafts of Issuances or Decisions**

Such information, record or document comprises drafts or decisions, orders, rulings, policies, decisions, memoranda, and the like;

**13.5 Investigatory Records**

It would disclose investigatory records compiled for law enforcement purposes;

13.5.1 Interfere with enforcement proceedings;

13.5.2 Deprive a person of a right to a fair trial or an impartial adjudication;

13.5.3 Disclose the identity of a confidential source;

13.5.4 Unjustifiably disclose investigative techniques and procedures;

**13.6 Premature Disclosure of Information**

It would disclose information, the premature disclosure of which would;

13.6.1 Endanger the stability of financial institution;

13.6.2 Frustrate the implementation of a proposed official action, except that of Rule 44(e)(2) of the I.R.R. of the R.A. 9470;

**Rule 14. Confidentiality****14.1 Duties of NAP on Its Collections**

The NAP shall protect and uphold the right of individuals, groups and/or organizations to privacy, including records, protocols and policies against indiscriminate usage.

**14.2 Exception to the Mandate of Confidentiality \**

The requirement for confidentiality shall be waived in when responding to the *subpoena duces tecum* and *subpoena ad testificandum* issued by the court with jurisdiction over legal proceedings; when complying to the requirements as provided in Sec. 28 of the R.A. 9470; and when employees and official of the National Archives of the Philippines are performing such functions that are inevitably part of the work process.

**ARTICLE V****GENERAL PROVISIONS****Rule 15. Payment of Administrative Fee**

Charges for certified copies and certifications for non-availability of records shall be collected in accordance with existing laws, and regulations.

**Rule 16. Technical Assistance**

The NAP shall provide technical assistance on matters concerning records / archives management to all entities of the executive, legislative and judiciary branches of the government, constitutional offices, local government units, government-owned and/or controlled corporations, government financing institutions, state universities and colleges, Philippine embassies, consulates and other Philippine offices abroad.

**Rule 17. Reference Service**

Reference service on records transferred in the custody of the Records Center / ACAD may be requested by persons having

legitimate reasons for consulting or using them in accordance with approved rules and regulations.

#### **Rule 18. Records Management Audit**

The National Archives of the Philippines shall conduct periodic inspection of records of all government offices.

All heads of government agencies shall have the duty to grant access to all of its records for audit purposes. Records found not included in the agency's Records Disposition Schedule shall be entered in NAP Form 2 (RDS) for approval of the Executive Director, NAP.

Such audit shall be conducted five years from the effectivity of R.A. 9470 and every five years thereafter.

#### **Rule 19. Establishment of Agency Storage / Mini Archives**

Each agency shall maintain and operate records storage / mini archives of non-current records preparatory to their transfer to the NAP, Records Center or to Archives repository.

### ARTICLE V

#### PENAL PROVISIONS

**Rule 20.** A person who, willfully or negligently, damages a public record or disposes of or destroys a public record other than in accordance with the provisions of R.A. 9470 or contravenes or fails to comply with any provision of said Act or any regulations made under this Act shall be deemed to have committed an offense.

**Rule 21.** Any public officer committing any of the unlawful acts of omissions mandated under R.A. 9470 shall be punished by a fine of not less than Five Hundred Thousand Pesos (Php 500,000.00) but not exceeding One Million Pesos (Php 1,000,000.00) or be imprisoned for not less than five (5) years but not more than fifteen (15) years and/or both fine and imprisonment at the discretion of the court without prejudice to the filing of administrative charges that would result to such public officer's perpetual disqualification from public office, and forfeiture, in favor of the government, of his salary and other lawful income.

### ARTICLE VI

#### MISCELLANEOUS PROVISIONS

#### **Rule 22. Repealing Clause**

All orders, rules and regulations or part thereof, which are inconsistent herewith are hereby repealed or amended accordingly.

#### **Rule 23. Effectivity**

This Circular shall take effect fifteen (15) days after its publication in the *Official Gazette*.

#### **NAP GENERAL CIRCULAR No. 2 January 20, 2009**

To : HEADS OF ALL BRANCHES OF THE GOVERNMENT, CONSTITUTIONAL OFFICES, LOCAL GOVERNMENT UNITS (LGUs), GOVERNMENT-OWNED AND CONTROLLED CORPORATION (GOCCs), GOVERNMENT FINANCING INSTITUTIONS (GFIs), STATE UNIVERSITIES AND COLLEGES, PHILIPPINE EMBASSIES, CONSULATES AND OTHER PHILIPPINE OFFICES ABROAD.

SUBJECT: GUIDELINES ON THE DISPOSAL OF VALUELESS RECORDS IN GOVERNMENT AGENCIES

RA 9470, the National Archives of the Philippines Act of 2007 renamed Records Management and Archives Office as the National Archives of the Philippines mandated to plan, develop, prescribe, disseminate, and enforce policies, rules and regulations and coordinate government-wide programs governing the creation, general protection, use, storage and disposition of public records.

In compliance with Section 9 (1) (2) of Article II and Section 18 of Article III, the following guidelines on the disposal of valueless records in all agencies of the government are hereby fixed and issued for the guidance of all concerned.

All other issuances or parts thereof inconsistent with this Circular are hereby superseded and amended accordingly.

(Sgd.) MARIETTA R. CHOU  
Acting Executive Director

**GUIDELINES ON THE DISPOSAL OF VALUELESS RECORDS IN GOVERNMENT AGENCIES****ARTICLE I  
COVERAGE****Rule 1.**

This circular prescribes uniform standards or guidelines to be followed by government agencies in the disposal or destruction of their valueless records.

These guidelines on the Disposal of Valueless Records in Government Agencies consist of six (6) parts: (1) Coverage, (2) Definition of Terms, (3) General Requirements on the Disposal of Valueless Records, (4) Records Disposal Procedures, (5) Offenses and Penalties, and (6) Miscellaneous Provisions.

Attached to these guidelines is the General Records Disposition Schedule (GRDS) common to ALL GOVERNMENT AGENCIES.

**ARTICLE II  
DEFINITION OF TERMS****Rule 2. Definition**

*Administrative Value* – refers to the usefulness of records to the originating or succeeding agency in the conduct of current business;

*Agency* – refers to any agency other than the National Archives of the Philippines;

*Agency Personnel Concerned* – refers to Agency Records Officer/Archivist/Records Custodian;

*Appraisal* – refers to the study of records, their relationships and contents, to determine their utility values as to administrative, fiscal, legal, and archival value and time values whether temporary or permanent;

*Authorized Representative* – refers to official/employee given the right to act as witness in the disposal of valueless records;

*Authority* – refers to a conclusive statement leading to an official decision;

*Authority to Dispose of Records* – refers to written permission issued by the Executive Director of the National Archives of the Philippines (NAP) to government agencies for the destruction of valueless records;

*Disposal* – refers to the act of selling, landfill/burying, or any other way of discarding valueless records in accordance with the provision of R.A. 9470;

*Disposal Procedures* – refer to series of steps in the disposal of valueless records;

*Economical Disposal* – refers to management ways of discarding valueless records that will generate savings in terms of space, equipment, manpower and other source of income;

*Evaluation* – refers to the act of examining disposable records in order to assess their value, quality, importance and extent of physical condition;

*Examination* – refers to the process of looking at and considering something carefully;

*Executive Director* – refers to the head of the National Archives of the Philippines;

*Financial Records* – refer to records created and maintained by the agency about their financial transactions and obligations;

*Fiscal Value* – refers to the relative worth or usefulness of records pertaining to financial transactions and obligation of agencies and organization;

*General Records Disposition Schedule* – refers to a records control schedule governing the disposition of specified recurring records series common to all government agencies issued by National Archives of the Philippines;

*Inventory* – refers to a descriptive listing of the records holding by record series indicating its specific location, inclusive dates and volume in cubic meters; conduct of related activities to locate, identify,



describe, count, and measure all records in the office and storage area including all loose and bound papers, microfilms, optical disks, and magnetic tapes and disks;

**Legal Value** – refers to the value of records containing evidence of legally enforceable rights or obligations of government and/or private person;

**Letter of Availment** – refers to letter of agencies availing the services of the NAP official buyers of valueless records;

**Mode of Disposal** – refers to destruction of valueless records by Sale, Landfill/ Burying or any other ways;

**Permanent Records** – refer to records which usefulness are worthy of preservation because of their administrative, legal and/or archival (historical and research) significance;

**Public Records** – refer to records or classes of records, in any form, in whole or in part, created or received, whether before or after the effectivity of R.A. 9470, by a government agency in the conduct of its affairs, and have been retained by that government agency or its successors as evidence or because of the information contained therein;

**Records** – refer to information, whether in its original form or otherwise, including documents, signatures, seals, texts, images, sounds, speeches, or data compiled, recorded, or stored, as the case may be:

- (1) in written form on any material; or
- (2) on film, negative, tape, or other medium so as to be capable of being reproduced; or
- (3) by means of any recording device or process, computer, or other electronic device or process;

**Records Disposition** – refers to the systematic transfer of non-current records from office to storage area, identification and preservation of archival records and the destruction of valueless records;

**Records Disposition Schedule** – refers to a listing of records series by organization showing, for each records series the period of time it is to remain in the office area, in the storage (inactive) area and its preservation or destruction;

**Records Series** – refer to a group of related records arranged under a single unit or kept together as a unit because they deal with a particular subject, result from the same activity or have a special form;

**Request for Authority to Dispose of Records** – refers to NAP Form No. 3 used in the disposal of valueless records;

**Requesting Agency** – refers to any agency other than the National Archives of the Philippines who have filed a request for authority to dispose of records;

**Retention Period** – refers to the specific period of time established and approved by the National Archives of the Philippines as the life span of records, after which they are deemed ready for permanent storage or destruction;

**Temporary Records** – refer to records that already serve the purpose for which they had been created;

**Valueless Records** – refer to all records that have reached the prescribed retention periods and outlived the usefulness to the agency or the government as a whole;

**Volume of Records** – refers to quantity of records in terms of cubic meter.

### ARTICLE III

### GENERAL REQUIREMENTS ON DISPOSAL OF VALUELESS RECORDS

#### **Rule 3. General Requirements**

- 3.1. Use the General Records Disposition Schedule (GRDS), Agency Records Disposition Schedule (RDS) and/or specific laws and regulations in determining public records for disposal.
- 3.2. Ensure that only records with a Disposal Schedule are destroyed after the completion of its period for storage.



- 3.3 Ensure that records to be disposed have a number and subject/title as in the Agency Records Disposition Schedule and General Records Disposition Schedule.
- 3.4 Conduct periodic examination of agency files at least once a year to identify valueless records that can be requested for disposal.
- 3.5 Separate the records for disposal from those for further retention as suggested by the National Archives of the Philippines.
- 3.6 Do not dispose any public records under their administration and control without authority from the National Archives of the Philippines.
- 3.7 Do not dispose public records that are involved in any case until they are finally decided upon or settled.
- 3.8 Do not dispose financial records that are subject of audit by the Commission on Audit until they are post-audited and finally settled.

#### ARTICLE IV DISPOSAL PROCEDURES

##### **Rule 4. Determination of Valueless Records for Disposal**

- 4.1. Agency personnel concerned shall determine the valueless records by checking their specific and authorized retention periods using the agency's RDS, GRDS and/or specific laws and regulations as the legal basis.
- 4.2. Agency personnel concerned shall estimate the volume of the valueless records to determine and facilitate economical disposal.

##### **Rule 5. Request for Authority to Dispose**

- 5.1 Agency personnel concerned shall accomplish the Request for Authority to Dispose of Records (NAP Form No. 3) in three (3) copies and properly fill-up the specific record series, period

covered, volume and authorized retention periods in the Agency RDS, GRDS and/or specific laws and regulations are complied with such as:

5.1.1. financial records that are subject of audit by the Commission on Audit (COA) were post-audited and finally settled, and

5.1.2. the records involved in a case or investigation were finally decided upon or settled.

- 5.2. Upon completion of Request for Authority to Dispose of Records and the agency officials concerned have approved and signed the request, agency personnel concerned shall submit the same to NAP.

##### **Rule 6. Evaluation of Disposable Records**

- 6.1. Upon receipt of the Request for Authority to Dispose of Records, the same shall be forwarded to the Chief of Records Management Services Division (RMSD) for NCR and Luzon requests; Head of Cebu Regional Archival Network (RAN) for Visayas requests and Head of Davao Regional Archival Network (RAN) for Mindanao requests.

- 6.2. The Chief of RMSD/Cebu RAN/Davao RAN concerned shall assign a division staff to evaluate the valueless records requested for disposal who shall then prepare and submit an analysis report based on his/her evaluation and/or examination.

##### **Rule 7. Authority to Dispose**

- 7.1. The Executive Director, upon the recommendation of the Chief of RMSD and based upon his/her final evaluation and judgment shall issue the Authority to Dispose of records indicating therein the mode of disposal.

##### **Rule 8. Notification of Actual Disposal**

- 8.1 Upon approval of the Request for Authority to Dispose of Records, the requesting agency shall be notified on its approval.

- 8.1.1. In case the mode of disposal is by Sale, the guidelines on Government Procurement shall be followed in the selection of contracted buyer. A copy of the contract shall be submitted to NAP prior to the actual disposal. For agencies that opted to avail the services of NAP official buyer, a letter of availment shall be submitted to NAP.
- 8.2 The Chief of RMSD/Cebu RAN/Davao RAN concerned shall inform the requesting agency on the actual date of disposal, who in turn will notify its Resident Auditor on the date of actual disposal.

**Rule 9. Segregation and Custody of Valueless Records**

- 9.1 The Records Officer/Archivist/Records Custodian of the agency shall supervise the segregation of valueless records and be responsible for their safekeeping until their actual disposal.

**Rule 10. Actual Disposal**

- 10.1. Actual disposal shall be witnessed by Authorized Representatives from the requesting agency, NAP and COA to ensure that the records to be disposed of are the same records that were authorized for disposal.
- 10.2. Witnessing of actual disposal by NAP authorized representative shall be dispensed with for those agencies that have been compliant with all the government recordkeeping requirements as ascertained by NAP or in instances deemed appropriate and expedient by the Executive Director based on economy, nature of records series involved and track records of the agency.

**Rule 11. Certificate of Disposal**

- 11.1. A Certificate of Disposal shall be prepared in three (3) copies by the NAP authorized representative who

will witness the actual disposal of records and ensure that all pertinent data are complete.

- 11.2. In cases where the witnessing by NAP authorized representative is dispensed with, Records Officer/Archivist/records Custodian of the agency shall prepare the said Certificate of Disposal in three (3) copies.
- 11.3. The distribution of copies shall be as follows: Requesting Agency – Original Copy; NAP – 2<sup>nd</sup> Copy and COA – 3<sup>rd</sup> Copy.

**Rule 12. Proceeds of Sale**

- 12.1 All proceeds realized from the sale of valueless records shall be remitted either to the National Fund, Local Government Fund, Revolving or Trust Fund.

**Rule 13. Disposal of Damaged Public Records**

- 13.1. Disposal of damaged permanent public records and damaged public records that have not yet passed their prescribed retention periods shall be considered for authorized disposal only upon submission to NAP of the following requirements:
- 13.1.1. Official Report pertaining to the non-usability and extent of damage done to the records; causes of the damage to the public records; photo documentation and information on what other agency records series can the data or information of the damaged public records be found;
- 13.1.2. Request for Authority to Dispose of Records (NAP Form No. 3) in three (3) copies and properly filled-up with the specific records series, period covered and volume of the damaged public

records, approved and signed by agency officials concerned;

- 13.1.3. Certification that the said damaged public records that are subject of audit by the Commission on Audit were post-audited and finally settled, and/or the records involved in a case or investigation were finally decided upon or settled; and,

- 13.1.4. If expediency demands and upon the order of the Executive Director, an official report from NAP Representative who shall conduct an actual physical inspection and evaluation of the damaged public records.

- 13.2. Upon issuance of authority to dispose, the same disposal procedures in these guidelines shall be strictly complied with.

#### ARTICLE V

#### OFFENSES AND PENALTIES

##### **Rule 14. Offenses**

- 14.1. A person who, willfully or negligently, damages a public record or disposes of or destroys a public record in violation of the provisions of R.A. 9470 and its IRR or contravenes or fails to

comply with any provision of said Act and its IRR shall be deemed to have committed an offense.

##### **Rule 15. Penalties**

- 15.1. Any public officer committing any of the unlawful acts of omissions mandated under R.A. 9470 shall be punished by a fine of not less than Five Hundred Thousand Pesos (Php 500,000.00) but not exceeding One Million Pesos (Php 1,000,000.00) or be imprisoned for not less than five (5) years but not more than fifteen (15) years and/or both fine and imprisonment at the discretion of the court without prejudice to the filing of administrative charges that would result to such public officer's perpetual disqualification from public office, and forfeiture, in favor of the government, of his salary and other lawful income.

#### ARTICLE VI

#### MISCELLANEOUS PROVISIONS

##### **Rule 16. Repealing Clause**

All orders, rules and regulations or part thereof, which are inconsistent herewith are hereby repealed or amended accordingly.

##### **Rule 17. Effectivity**

This Circular shall take effect fifteen (15) days after its publication in the *Official Gazette*.

## NATIONAL ARCHIVES OF THE PHILIPPINES

*Pambansang Sinupan ng Pilipinas*

## GENERAL RECORDS DISPOSITION SCHEDULE

common to all Government Agencies

Series 2009

ITEM NUMBER	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
	<b><u>ADMINISTRATIVE and MANAGEMENT RECORDS</u></b>	
1	Acknowledgment Receipts	To be filed with appropriate records series
2	Brochures/Leaflets/Phamplets (About or by the agency)	1 year provided 1 copy is retained for reference
3	Calendars/Schedules of Activities or Events	1 year
4	Certificates of Appearance/Clearances	1 year
5	Certifications	1 year
6	Charts Functional Organizational	PERMANENT
7	Correspondences Non-routine Routine	To be filed with appropriate records series 2 years after acted upon
8	Delivery Receipts	2 years
9	Directories of Employees/Officials	2 years after superseded
10	Feasibility Studies	PERMANENT if implemented, otherwise dispose after 5 years from date of record
11	Gate Passes	6 months
12	Inquiries	2 years after acted upon
13	Issuances Issued by or for the head of agency documenting policies/functions/ programs of the agency  Issued by or for the head of agency reflecting routine information or instruction	PERMANENT  2 years after superseded
14	Lists Associations Committees Cooperatives	1 year after updated

ITEM NUMBER	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
cont. 14	Lists Donors Mailing Transmittal Others	1 year after updated  To be filed with appropriate records series
15	Logbooks Incoming/Outgoing Correspondences Visitors Ordinary VIP Others	2 years after date of last entry  2 years after date of last entry PERMANENT 2 years after date of last entry
16	Manuals	PERMANENT
17	Meetings/Proceedings Files Agenda Minutes Board/Executive Committee Staff Notices	1 year  PERMANENT 1 year 1 year
18	Official Gazettes	PERMANENT
19	Permits	1 year after renewed/expired
20	Plans Action/Work  Others	3 years after implemented  PERMANENT if implemented, otherwise dispose 5 years from date of record
21	Press Releases (About or by the agency)	PERMANENT
22	Programs Work  Others	3 years  PERMANENT if implemented, otherwise dispose 5 years from date of record
23	Proposals	PERMANENT if implemented, otherwise dispose 5 years from date of record
24	Publications (Record Set)	PERMANENT
25	Reorganization Records	PERMANENT
26	Reports Annual/Special Others	PERMANENT 2 years after incorporated in the Annual Report



ITEM NUMBER	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
27	Requests	2 years after acted upon
28	Slips Locator Permission Routing	1 year
29	Speeches (Record Set)	PERMANENT
30	Standard Operating Procedures (SOP)	PERMANENT
31	Telegrams	1 year after acted upon
32	Trip Tickets	1 year
	<b><u>BUDGET RECORDS</u></b>	
33	Allotment Files Advices of Allotment (AA) Agency Budget Matrixes Allotment Release Orders General (GARO) Special (SARO) Obligation Request/Slips (ALOBS) Plan of Work and Requests for Allotment Registries of Allotment & Obligations (RAO) Capital Outlay (RAOCO) Financial Expenses (RAOFE) Maintenance & Other Operating Expenses (RAOMO) Personal Services (RAOPS) Requests for Obligation of Allotment (ROA) Statements of Allotment, Obligations & Balances (SAOB) Statements of Appropriations, Allotment & Advice (SAAA)	3 years 3 years 3 years   3 years 3 years 10 years      3 years 3 years 3 years
34	Annual Budgets	3 years
35	Budget Estimates Including Analysis Sheets and Estimates of Income	3 years
36	Budget Expenditures Programs Sources of Financing	5 years
37	Budget Issuances (Those used as authority for agency transactions)	10 years
38	Budget Sheet Analysis	3 years

ITEM NUMBER	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
39	Budgetary Ceilings	3 years
40	Cash Allocation Ceilings/Notices of Cash Allocation	3 years
41	Certifications of Funds Availability	1 year
42	General Appropriations Acts	3 years
43	Organizational Performance Indicator Framework (OPIF)	Permanent
44	Physical Reports of Operations	3 years
45	Special/Supplemental Budgets	3 years
46	Work and Financial Plans	3 years
<b><u>FINANCIAL AND ACCOUNTING RECORDS</u></b>		
47	Abstracts	
	Daily Collections	5 years
	Deposits and Trust Funds	5 years
	General Collections	5 years
	Sub-Vouchers	2 years
48	Advices	
	Checks Issued & Cancelled	4 years
	Remittance	10 years
49	Annual Statements of Accounts Payable	PERMANENT
50	Auditor's Contract Cards	3 years
51	Authorities for Allowances	2 years after terminated
52	Authorizations	1 year after expired
	Overtime	
	Purchase of Equipment/Property	
	Transfer of Fund	
	Travel	
	Others	
53	Bank Slips	10 years
	Deposits	
	Remittances	
54	Bills	10 years after settled

ITEM NUMBER	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
55	Bonding Files Action Applications/Requests Fidelity/Surety Bond Indemnity for Issue of Due Warrant	3 years 3 years 5 years after expired/terminated 3 years
56	Books of Final Entry General Ledgers Subsidiary Ledgers	PERMANENT
57	Books of Original Entry Cash Disbursement Journals Cash Journals Cash Receipts Journals Check Disbursement Journals General Journals Journals of Analysis of Obligation Journals of Bill Rendered Journals of Check Issued Journals of Collection and Deposit Journals of Disbursement by Disbursing Officer	PERMANENT
58	Cash Flow Charts	PERMANENT
59	Certificates Settlement and Balances Shortages	10 years provided post-audited, finally settled and not involved in any case 10 years after settled
60	Claims Insurance Health Benefits Hospital	10 years after settled
61	Checks and Check Stubs	10 years provided post-audited, finally settled and not involved in any case
62	Daily Cash Flow	3 years
63	Daily Statement of Collections	5 years
64	Expense Ledgers	PERMANENT
65	Financial Statements Balance Sheets Income Statements Statements of Cash Flows (Annual) Statements of Operation	PERMANENT

ITEM NUMBER	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
66	Indices of Payments Creditors Employees Sundry Payments by Checks/Warrants	5 years 15 years after retired/separated PERMANENT
67	Journal Entry Vouchers	12 years provided post-audited, finally settled and not involved in any case
68	Lists of Remittances Loans Premiums	PERMANENT
69	Logbooks of General Funds	3 years after date of last entry
70	Monthly Settlements of Monthly Subsidiary Ledger Balance	2 years
71	Notices Disallowances Suspensions	3 years after settled
72	Official Cash Books	PERMANENT
73	Official Cash Books for Bank Cash Book	PERMANENT
74	Official Receipts	10 years provided post-audited, finally settled and not involved in any case
75	Orders of Payment	10 years
76	Payrolls	10 years provided post-audited, finally settled and not involved in any case
77	Payroll Payment Slips/Pay Slips	10 years
78	Quarterly Statements of Charges to Accounts Payable	10 years
79	Registry Books of Checks Released	PERMANENT
80	Registers Checks/Warrants Checks/Warrants Control	PERMANENT
81	Reliefs from Accountability Decisions Requests	10 years provided a copy is filed with 201 files
82	Reports Accountabilities for Accountable Forms Cash Disbursements Cash Examinations	3 years after cash had been examined 10 years 3 years provided post-audited, finally settled and not involved in any case

ITEM NUMBER	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
cont. 82	Reports <ul style="list-style-type: none"> <li>Collecting &amp; Disbursing Officers</li> <li>Checks Issued &amp; Cancelled</li> <li>Collections &amp; Deposits</li> <li>Disbursements</li> <li>Daily Cash Reports</li> <li>Liquidations</li> <li>Monthly Income</li> <li>Overdrafts and Misuse of Trust Funds</li> <li>Petty Cash Replenishments</li> </ul>	10 years provided post-audited, finally settled and not involved in any case  3 years 10 years 10 years 5 years after case had been settled or terminated 10 years provided post-audited, finally settled and not involved in any case
83	Schedules of Accounts Receivables	3 years
84	Statements <ul style="list-style-type: none"> <li>Accounts <ul style="list-style-type: none"> <li>Current</li> <li>Payable</li> <li>Receivable</li> </ul> </li> <li>Common Funds</li> <li>Financial Conditions</li> <li>Profits and Losses</li> <li>Reconciliations</li> </ul>	3 years 10 years PERMANENT 10 years 10 years PERMANENT 10 years
85	Summaries of Unliquidated Obligations and Accounts Payable	10 years
86	Sundry Payments	10 years
87	Treasury Checking Accounts of Agency (TCAA)	10 years
88	Treasury Drafts	10 years
89	Treasury Warrants	10 years provided post-audited, finally settled and not involved in any case
90	Trial Balances and Supporting Schedules <ul style="list-style-type: none"> <li>Cumulative Results of Operations-Unappropriated</li> <li>Final Annual Trial Balances <ul style="list-style-type: none"> <li>Accounting's Copy</li> <li>Auditor's Copy</li> <li>Regional Office Copy</li> </ul> </li> <li>Monthly/Quarterly Trial Balances</li> <li>Preliminary Trial Balances <ul style="list-style-type: none"> <li>Accounting's Copy</li> <li>Auditor's Copy</li> <li>Regional Office's Copy</li> </ul> </li> </ul>	PERMANENT  10 years after Annual Financial Report had been published PERMANENT 10 years after Annual Financial Report had been published 2 years after consolidated in the Annual Financial Report  10 years after Annual Financial Report had been published PERMANENT 10 years after Annual Financial Report had been published




ITEM NUMBER	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
91	Vouchers, including Bills, Invoices & Other Supporting Documents Disbursements Journals Petty Cash Reimbursement Expense Receipts Travelling Expenses	10 years provided post-audited, finally settled and not involved in any case for COA & Accounting Office/Department/ Division/Section/Unit. All other copies dispose after 1 year.
92	Withholding Tax Certificates	4 years after superseded
	<b><u>HUMAN RESOURCE/PERSONNEL MANAGEMENT RECORDS</u></b>	
93	Annual Summary Reports for Replacement Program for Non-Eligibles	5 years
94	Applications Employment Leave of Absence and Supporting Documents Relief of Accountability Retirement/Resignation	1 year 1 year after recorded in the leave cards 5 years after separated/retired 1 year
95	Attendance Monitoring Sheets	1 year
96	Authorities/Requests to Create or Fill Vacant Positions	2 years after vacant positions had been filled up
97	Certifications Employment Residency Service Others	1 year
98	Comparative Data Matrix of Employees	2 years
99	Daily Time Records	1 year after data had been posted in leave cards and post-audited
100	Employee Interview Records	1 year
101	Handwriting Specimens/Signature	PERMANENT
102	Job Order Employment Contracts	5 years after terminated
103	Leave Credit Cards	15 years after separated/retired
104	Lists of Eligibles/Non-Eligibles	1 year after updated
105	Logbooks Arrival & Departure of Employees Attendance  Clearances Issued	2 years after date of last entry 1 year provided leave and undertimes are posted in the leave card 2 years after date of last entry

ITEM NUMBER	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
106	Medical Certificates in Support of Absence on Account of Illness/Maternity	3 years after absences had been recorded in leave cards
107	Membership Files GSIS Pag-ibig PhilHealth	15 years after separated/retired
108	Merit Promotion Plans	1 year after superseded
109	Performance Files Appraisal Evaluation Rating Cards Target Worksheets	1 year 1 year 5 years 1 year
110	Permissions to Engage in Business/Private Practice/Teach	2 years after expired
111	Personal Data Sheets (Curriculum Vitae/Resume)	1 year after superseded
112	Personnel Folders (201 Files) Appointments Acceptance of Resignation Approval of Retirement Awards Benefit/Gratuity Certificates Eligibility Rural Service Training/Seminar Attended Change of Marital Status/Name Clearance (latest) Designations/Details Oaths of Office Personal Data Sheet (latest) Position Descriptions Reinstatements Service Records (updated) Statements of Duties and Responsibilities	15 years after separated/retired
113	Plantilla of Personnel	PERMANENT while other copies dispose after 3 years
114	Position Allocation Lists	3 years
115	Position Classifications and Pay Plans	5 years after superseded
116	Recommendations/Referrals	1 year after acted upon

ITEM NUMBER	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
117	Reports Examinations Personnel Actions	2 years PERMANENT
118	Requests Accumulated Leave Credits Approval on Promotions Bonding Officials/Employees Changes of Status Reinstatements Transfers	1 year after acted upon/cleared
119	Salary Standardization Records	5 years after superseded
120	Staffing Patterns	PERMANENT
121	Service Cards	PERMANENT
122	Statements of Assets and Liabilities	10 years
	<b><u>LEGAL RECORDS</u></b>	
123	Administrative Cases	7 years after finally settled except Decisions which are Permanent
124	Affidavits	1 year after purpose had been served
125	Articles of Incorporation/By-Laws	PERMANENT
126	Complaints/Protests	5 years after settled
127	Contracts	5 years after renewed/terminated and/or finally settled
128	Decisions	PERMANENT
129	Deeds Donation Sale	PERMANENT
130	Legal Opinions	PERMANENT
131	Memoranda of Agreement/Understanding	PERMANENT
132	Petitions	5 years after settled
133	Resolutions	PERMANENT
134	Special Powers of Attorney	1 year after purpose had been served

ITEM NUMBER	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
135	Subpoenas Ad Testificandum Duces Tecum	3 years or to be filed with appropriate case
	<b><u>PROCUREMENT AND SUPPLY RECORDS</u></b>	
136	Acknowledgment Receipts for Equipment (ARE)/ Memorandum Receipts of Equipment (MRE), Semi-Expendable and Non-Expandable Properties	1 year after equipment had been returned
137	Annual Procurements Plans Programs	3 years
138	Bids and Awards Committee Files Abstracts Invitations Minutes Pre/Post Qualifications Publications Resolutions	5 years after contract of winner had been terminated/settled, others dispose after 1 year
139	Bills of Lading	2 years after delivery had been accepted
140	Bin Cards/Stock Cards on Supplies	3 years after date of last entry
141	Canvass of Prices	10 years if attached to vouchers, otherwise, dispose after 2 years
142	Equipment Ledger Cards	2 years after equipment had been disposed
143	Inventory and Inspection Reports of Unserviceable Properties	1 year after property had been disposed
144	Inventories of Equipment/Supplies	1 year after updated
145	Inventory Tag Cards	1 year after updated
146	Invoices / Receipts Accountable Forms Properties/Transfer of Properties	3 years after issuance of clearance had been terminated/after property had been returned
147	Invoices of Delivery on Supply Open-End Order Contracts	5 years
148	Job Orders	1 year
149	Lists of Supplies Under Supply Open-End	5 years
150	Monthly Reports of Supplies and Materials Issued	1 year

ITEM NUMBER	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
151	Property Cards	PERMANENT
152	Purchase Orders	4 years
153	Purchase Requests	1 year
154	Queries on Prices of Articles, Additional Funds to Meet Quotations	1 year
155	Reports of Waste Materials	2 years
156	Requisition and Issue Slips/Requisition Issue Vouchers	1 year or file with appropriate records series
157	Shipping and Packing Lists on Items Purchased	1 year
158	Suppliers Identification Certificates with Procurement	2 years after renewed
159	Supplies Adjustment Sheets	1 year after post-audited
160	Supplies Availability Inquiries	1 year
161	Supplies Ledger Cards	5 years
162	Supplies Purchase Journals	5 years
	<b><u>TRAINING RECORDS</u></b>	
163	Calendars	1 year after superseded
164	Course Designs/Outlines/Syllabi	1 year after superseded
165	Masterlists Participants Seminars Conducted/Coordinated	PERMANENT
166	Resource Speaker Profiles	1 year after superseded
167	Schedules of Training/Seminar	1 year after superseded
168	Survey Evaluation Questionnaires	1 year after data had been evaluated
169	Training Handouts	1 year after superseded
170	Training Programs/Plans	3 years after superseded
171	Training Reports	2 years
172	Workshop Results	1 year

	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	<b>PM-QMS 02-03</b>
	<b>PROCEDURES MANUAL</b>	REVISION NUMBER	<b>2</b>
SECTION	DOCUMENTATION REQUIREMENTS	PAGE NUMBER	<b>1 of 2</b>
		EFFECTIVITY DATE	<b>01 June 2021</b>
		DOCUMENT TYPE	<b>PAPER / PDF FILE</b>
SUBJECT	<b>CONTROL OF DOCUMENTED INFORMATION IN ELECTRONIC MEDIA</b>		

### 1.0 Objective:

The purpose of this procedure is to prevent unauthorized printing or editing of documents and record in electronic media.

### 2.0 Scope:

This procedure covers all activities of ITDI related to control of documents and records in electronic media.

### 3.0 Definition of Terms:

**Controlled Documents in electronic format** - soft copy of QMS document.


**Records in electronic format** - quality records identified to be kept in electronic format.

### 4.0 Documented Information:

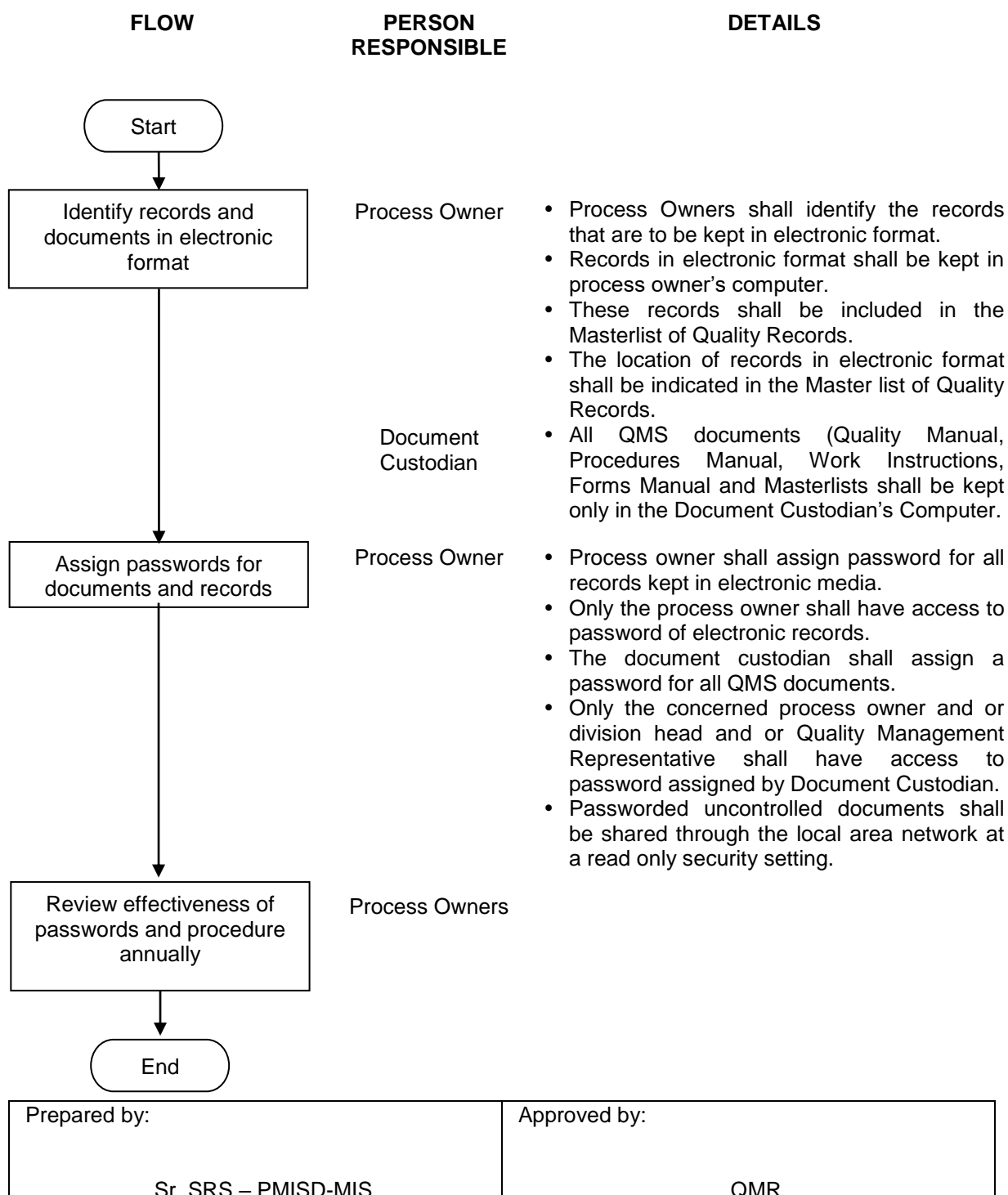
ISO 9001:2015 Standard  
Master List of Maintained Electronic Documented Information  
Master List of Externally Sourced Documented Information

Prepared by:	Approved by:
Sr. SRS – PMISD-MIS	QMR

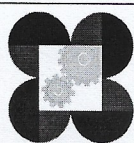


	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	<b>PM-QMS 02-03</b>
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## 5.0 Procedure







# GENERAL PROCEDURE

## STANDARDS AND TESTING DIVISION

GP 4.1-02

Page 1 of 2

### INTEGRITY

Revision No.: 3  
14 Nov 2018

#### 1.0 PURPOSE

To establish requirements and maintain procedures for ensuring the maintenance of the integrity of the Standards and Testing Division

#### 2.0 SCOPE

This General Procedure covers measures to ensure that all customers receive fair, unbiased, impartial technical services so that the integrity of the Standards and Testing Division remains unquestioned.

#### 3.0 TERMS AND DEFINITIONS

3.1 Integrity – the quality or state of being complete or undivided.

#### 4.0 RESPONSIBILITIES

4.1 All STD staff are responsible in avoiding activities that would diminish the competence, impartiality, judgement and operational integrity of the Division.

4.2 The Quality Manager has overall responsibility over updating the policies and procedures to ensure that customers receive fair, unbiased, and impartial technical services.

#### 5.0 PROCEDURAL DETAILS

5.1 All submissions for testing are received and logged according to the defined Division policies and procedures, specifically detailed in GP 4.1-01 "Protection of Customers' Confidentiality and Proprietary Rights," GP 4.4-01 "Validation and Assignment of Testing Jobs," and GP 5.8-01 "Handling of Test Samples."

5.2 Requests for testing are scheduled in the order in which they were received, "first-come-first-served" basis. No sample receives preferential treatment because of the customer's status, type of sample or testing, or fees charged to the customer, except when requests concern samples needing immediate attention because of their nature or property and importance.

5.3 Only authorized personnel, i.e. the Division Chief, concerned Laboratory Heads, Receiving and Releasing Unit (RRU) Head and, to a limited extent, the assigned Laboratory analyst(s) have access to information classified as confidential or proprietary in GP 4.1-01 "Protection of Customers' Confidentiality and Proprietary Rights." During assignment of testing jobs, after sample validation, laboratory analysts are given GP 4.4-01-F05 "Work Order Form" where the details of the customer are not reflected. Laboratory analysts are only given information on the Technical Service Request (TSR) No., Sample Code and sample description. Other relevant information on the test request and the sample itself are provided to the laboratory analysts.

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Effectivity Date *14 Nov 18* DIC *Adablio*

Prepared by: ARCDablio *Adablio*

Approved by: RCTorres *Mr.*

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	<b>GENERAL PROCEDURE</b> <b>STANDARDS AND TESTING DIVISION</b>	<b>GP 4.1-02</b>
		Page 2 of 2
<b>INTEGRITY</b>		Revision No.: 3 14 Nov 2018

Access of the laboratory analysts to the customer's information is confined to the test data and test results on samples assigned to them.

- 5.4 Certain areas within the STD building such as the RRU and the laboratories shall remain strictly "off-limits" to customers and unauthorized personnel. Visitors' access to these rooms are granted upon approval of the Division Chief using GP 5.3-01-F01 "Visitor's Permit Form."
- 5.5 No staff is allowed to communicate any confidential or proprietary information with customers unless given proper authorization. Divulging test results to customers through telephone calls, social media accounts, and text messaging is strictly prohibited.

## 6.0 REFERENCES

QM 4.1	Organization
GP 4.4-01	Validation and Assignment of Testing Jobs
GP 4.9-01	Control of Non-conforming Work
GP 4.11-01	Corrective Action
GP 5.10-01	Reporting and Releasing of Test Results

## 7.0 ATTACHMENTS

None

## 8.0 RECORDS

Identification	Not Applicable
Collection and Filing	
Index	
Access	
Storage	
Maintenance and Disposal	



## 9.0 REVISION SUMMARY

Rev. No.	Date of Effectivity	Reason for Revision	Prepared By	Approved By
0-2		Before Implementation of New Format		
3	14 Nov 2018	New format followed; Updated the practices	ARCD	RCT

<b>CONTROLLED COPY NO.</b> <i>Orig</i> <b>Effectivity Date</b> <i>14 Nov 18</i> <b>DIC</b> <i>Adalio</i>	Prepared by: ARCDablio <i>Adalio</i> Approved by: RCTorres <i>M. Torres</i>
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STANDARDS AND TESTING DIVISION  
TERMS AND CONDITIONS

1. **SERVICES.** The Standards and Testing Division (STD) shall provide biological, chemical, physical, mechanical and performance testing services in accordance with these Terms and Conditions and executed Technical Service Request (TSR).
2. **CONFIDENTIALITY.** The STD will employ all reasonable actions to maintain confidential all information regarding the customers, both information obtained and/or created during testing. The customer will be notified immediately whenever any information is subpoenaed by a regulatory or legal body.
3. **TECHNICAL SERVICE REQUEST.** The Technical Service Request (GP 4.4-01-F03) must be completed and be submitted together with the samples. No persons other than the customer whose signature appears in the form or authorized representative are authorized to act regarding changes to the entries in the form. The details contained in the TSR (GP 4.4-01-F03) which cannot be changed anymore once the form is signed by both parties are the customer's name, address, sample, and the sample descriptions.
4. **TERMS OF PAYMENT.** Full payment shall be made upon submission of samples. The STD may receive samples but analysis will commence only when full payment has been made. Published fees are fixed and subject to change with publication in the government's Official Gazette. Payments shall be made only in cash, manager's, or cashier's check payable to "Industrial Technology Development Institute" or "DOST-ITDI" and in Philippine peso. All payments shall be made to the Cashier and always request for an Official Receipt. Students (undergraduate and graduate) shall be entitled to 20% discount only for research purposes upon presentation of valid identification and relevant documents of the aforementioned activity. Senior citizens and persons with disabilities (PWD) are also entitled to discount, provided that the purpose of testing is for personal use only. Name of the person given discount shall be the name reflected in the TSR and the Test Report.
5. **ACCEPTANCE OF SAMPLES.** The STD does not accept radioactive, biohazardous materials, samples for criminal investigations, and clinical samples (e.g. blood). It is the responsibility of the customer to report all information related to the sample including but not limited to safety data sheet (SDS) or substances and materials added such as chlorine, oxidizing agents, acid, etc. The STD reserves the right to reject samples due to invalidity, hazard, and non-compliance to the terms and conditions stated herein.
6. **TURN-AROUND TIME.** Turn-around times are estimates and are offered for information only and may vary depending on quantity of samples on queue, availability of analysts, etc. The STD is not responsible for adhering to turn-around times. Any loss suffered by customer or any third party due to delay in reporting test results is not the responsibility of STD. However, the STD shall inform the customer before the due date reflected in the TSR (GP 4.4-01-F03) whenever there will be a delay in the reporting of results.
7. **CANCELLATION OF REQUEST.** Cancellation of the requested service shall be entertained only when the TSR (GP 4.4-01-F03) has not been paid yet. Payment of refunds is not allowed.
8. **EXTENSION OF DUE DATES.** Extension of due dates may be requested by the STD for reasons such as non-conduct of tests due to power failure, laboratory accidents, shortage of chemicals or culture media, breakdown of equipment, and other incidents which are beyond the STD's control. If such incidents occur, the STD is responsible to inform the customer immediately and not later than 1 week after the said incident. Extension of due dates requested by the STD shall be free of charge and the customer gets priority in rescheduling. In cases where a refund is requested instead of an extension, this arrangement is not allowed. The customer may opt to charge the paid fees to the next testing services to be availed at the STD. Retests requested by the customer for test requests already completed shall not be free of charge.
9. **REPORTING OF RESULTS.** The STD will use all reasonable efforts to keep analytical results in strict confidence. All results are to be released only to the person who submitted the sample(s) or its authorized representative (as reflected in the "Authority to Claim" shown below or a verified authorization letter) upon claiming in person. Test Reports may also be released through email messaging or through courier when a duly approved request for it had been made during sample validation. In some cases, a preliminary report of analysis may be released but it should be identified as such. Further, relay of results through phone call (telephone or cellular phone) or text message using cellular phone is strictly prohibited. Copies of results will be kept only for a period of six (6) years and customers may request for a photocopy at their expense and after which Test Reports kept by the STD will be destroyed. As per policy, the STD personnel are not allowed to give opinions and interpretations on test results, either written on the Test Report or oral discussion with the customer.
10. **RE-ISSUANCE, CERTIFIED TRUE COPY and/or BREAKDOWN OF TEST REPORTS.** Re-issuance or certified true copy of Test Reports entails a minimal cost of P100.00 per page. A separate TSR (GP 4.4-01-F03) will be validated for this request. Re-issuance or certified true copy of Test Reports can only be granted for valid reasons. The customer is allowed to breakdown the Test Report for the many samples submitted under one TSR Number, if requested during sample validation. Otherwise, a minimal cost of P100.00 per page per Test Report shall likewise be charged. Breakdown of Test Report for a sample with many test parameters is not allowed.
11. **RETENTION OF SAMPLES.** The STD only retains samples for a minimum of seven (7) working days and maximum of six (6) months, depending on the type of samples, after the issuance of Test Report. The STD encourages customers to claim their sample(s) upon the release of Test Reports.
12. **WARRANTIES AND RESPONSIBILITIES.** Analyses are carried out in the best conditions available to STD in accordance with standard methodologies. The STD prohibits publication of statements, assessments or extracts of Test Reports. Test Reports are not to be used for advertising purposes and reproduction is valid only when in full and with ITDI dry seal bearing the original signature of the authorized signatories.
13. **COMPLAINTS.** Complaint, questions or disputes that may arise by reason of the testing services rendered will be entertained if it is in writing addressed to the Division Chief. It shall be acted upon according to STD policy on the resolution of complaints.
14. **GOVERNING LAW/JURISDICTION/LITIGATION.** The customer shall pay for all costs associated in any way related to any legal proceedings, including arbitration and mediation, or concerning compliance to any subpoena or other official request for documents, for testimony in a court of law, or any other purpose relating to work performed by STD. The construction, validity and performance of these Terms and Conditions and any contract formed in accordance with and incorporated in these Terms and Conditions shall be governed by the laws of the Republic of the Philippines and Philippine Courts shall have exclusive jurisdiction.

## AUTHORITY TO CLAIM TEST REPORT

THIS SERVES AS AN AUTHORIZATION FOR \_\_\_\_\_, TO CLAIM TEST REPORT  
(NAME OF AUTHORIZED PERSON)  
OF TESTING JOB ENTERED AND INDICATED IN THIS TECHNICAL SERVICE REQUEST.

SIGNATURE OF AUTHORIZED PERSON

SIGNATURE OF TSR CONFORME