



Republic of the Philippines
Province of Benguet
Municipality of Itogon
Office of the Municipal Mayor
Email Address: vic.palangdan@gmail.com.ph

ADMINISTRATIVE ORDER NO.: 03
Series of 2019

ESTABLISHMENT OF RECORDS & ARCHIVES OFFICE/UNIT AND SIMULTANEOUSLY ORGANIZING THE RECORDS MANAGEMENT IMPROVEMENT COMMITTEE (RMIC) OF THE LOCAL GOVERNMENT UNIT OF ITOGON

WHEREAS, Rules and Regulations of Republic Act 9470 or An Act Governing the Management of Public Records and Archives Administration provides for the Establishment of a Records and Archives Management 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;

WHEREAS, the same provides that all government agencies shall each establish their records and archives office/unit in coordination with the DBM and the National Archives of the Philippines (NAP) from their organic personnel;

WHEREAS, each agency shall create a Records Management Inventory Committee (RMIC) as an advisory body on the development of records management;

NOW, THEREFORE, I, ATTY. VICTORIO T. PALANGDAN, by virtue of the powers and authority vested upon me by law as the Local Chief Executive of Itogon, do hereby establish the Records & Archives Office/Unit and Organize the Records Management Improvement Committee (RMIC) of the Local Government Unit of Itogon, to wit;

Section 1. Composition: The Records & Archives Office/Unit and similarly as the Records Management Improvement Committee organized under this Order shall be composed of the following:

CHAIRPERSON: MS. DOLORES G. GALUNZA
Administrative Officer V
Records Officer III

VICE-CHAIRPERSON: MS. ROMIE ROSE B. HOLMAN
Administrative Officer III
Records Officer II

MEMBERS:


GRACE M. HOLMAN	Administrative Aide VI (Data Controller I)	MO
CHIQUE B. CORNEL	Assessment Clerk II	MASSO
NESTOR S. CAMADO JR.	Administrative Assistant I (Reproduction Machine Operator III)	MPDO
MARIEDONE P. MISMISIN	Librarian II	SBO
DIANA A. FIANZA	Administrative Aide IV (Budgeting Aide)	MBO
MIRALYN P. NATINOL	Assistant Registration Officer I	MCRO
MA. LEONORA M. SANTOS	Administrative Assistant II (Accounting Clerk III)	MACCO
JULIET C. MARCELINO	Administrative Officer I (Records Officer I)	MEO
LAURIE F. PANGDA	Social Welfare Assistant	MSWDO
ROSSAN B. BALISTO	Nurse II (Public Health Nurse I)	MHSO
GRACE P. TINDAAN	Administrative Aide III (Clerk I)	OMAG
ALJON K. CUYAHON	Administrative Aide III (Clerk I)	MTO

Section 2. Duties and Functions. The Records & Archives Office/Unit and as the Records Management Improvement Committee shall perform the following:

1. To 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 such as records creation and maintenance & control;
2. To review and implement existing policies and guidelines on Records Disposition;
3. To coordinate with the NAP on records management and records management updates;
4. To conduct and consolidate inventory of records in their respective division/unit/section ; and
5. To establish, maintain and operate records storage/mini archives of non-current records preparatory to their transfer to NAP, Records Center or to Archives repository.

This Order shall take effect immediately.

DONE this 28th day of January 2019.


ATTY. VICTORIO T. PALANGDAN
Municipal Mayor

Cc:

- File
- MO-HRMO, Supply Office, MENRO, MDRRMO
- SBO
- MPDO
- MEO
- MTO
- MACCO
- MBO
- MCRO
- MASSO
- MSWDO
- MAGRO
- MHO