



Republic of the Philippines
Province of Benguet
Municipality of Itogon

Office of the Municipal Mayor

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ADMINISTRATIVE ORDER NO. 34

Series of 2019

**ADOPTING THE MANUAL FOR RECORDS MANAGEMENT PREPARED BY THE
RECORDS MANAGEMENT IMPROVEMENT COMMITTEE (RMIC)**

WHEREAS, pursuant to Republic Act No. 9470 and its Implementing Rules and Regulations, the undersigned issued Administrative Order No. 03, s2019 entitled "ESTABLISHMENT OF RECORDS AND ARCHIVES OFFICE/UNIT AND SIMULTANEOUSLY ORGANIZING THE RECORDS MANAGEMENT IMPROVEMENT COMMITTEE (RMIC) OF THE LOCAL GOVERNMENT UNIT OF ITOGON";

WHEREAS, the RMIC in fulfillment of one of its duties and functions as provided for in Administrative Order No. 03, s2019, prepared a Manual for Records Management for the use and guidance of all offices on records management;


WHEREAS, upon recommendation of the Internal Audit Service, and upon review of the said manual, the Office of the Mayor finds the Manual for Records Management useful and relevant to enhance service delivery and effective governance;

NOW, THEREFORE, I, Atty. VICTORIO T. PALANGDAN, by virtue of the powers vested upon me by law as the Local Chief Executive of Itogon, do hereby issue this Administrative Order adopting the Manual for Records Management prepared by the Records Management and Improvement Committee (RMIC).

This Manual for Records Management shall be applicable for the use and guidance of all offices on records management.

This Order shall take effect immediately.

DONE this 17th day of October, 2019 at Itogon, Benguet.


Atty. VICTORIO T. PALANGDAN
Municipal Mayor

cc: - SBO
- All offices/sections
- IAS Team Leader
- MLGOO
- HRMO
- file