



ADMINISTRATIVE ORDER NO. 46
Series of 2022

**REORGANIZING THE RECORDS MANAGEMENT INVENTORY COMMITTEE
OF THE LOCAL GOVERNMENT OF ITOGON.**

WHEREAS, Republic Act No. 9470 or the National Archives of the Philippines Act of 2007 and its Implementing Rules and Regulations 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 law provides for the establishment of records and archives unit in all government agencies including LGUs from their respective organic personnel along with the creation of a Records Management Improvement Committee;

NOW THEREFORE, by virtue of the powers vested in me as Local Chief Executive, I, **BERNARD S. WACLIN**, Municipal Mayor of the Municipality of Itogon, Benguet Province, hereby ORDER as follows, to wit;

Section 1. The Records and Archives Unit which shall also act as the Records Management Improvement Committee is hereby reorganized, the composition of which are as follows:

<i>Chairperson:</i>	MS. DOLORES G. GALUNZA A.O. VI/Records Officer III
<i>Vice-chairperson:</i>	MS. ROMIE ROSE B. HOLMAN A.O. III/Records Officer II
<i>Members:</i>	<i>Alternate Member:</i>
MS. GERTRUDE P. SAB-IT, Mayor's Office	MS. JENNIFER J. MONTES
MS. MARY GRACE M. HOLMAN, M.O. (HRMO)	
MR. NATHANIEL P. GABAO, MO-Supply	
MS. RACHEILL S. CASTRO, MO-MDRRMO	
MS. MICHELLE P. YDIO, MENRO/BPLO	
MS. MARIEDONE D. MISMISEN, SBO	MS. JASMINE PASTOR
MS. MAJA ELOIZA B. GRUPO, MPDO	MS. JENNILOMS JOHANA T. COMISING
MS. GLENDA ANNE B. GOLINGAB, MTO	MS. TERESITA S. BUSOY
MS. CHIQUE B. CORNEL, MASSO	MS. MARICAR C. LICTAG
MS. LIDA T. CANITE, MEO	MS. HYLENE S. AMOS
MS. DIANA A. FIANZA, MBO	MS. FELICIA D. BERSALONA
MS. MA. LEONORA M. SANTOS, MACCO	MS. KAREN JOY S. CARANTES
MR. LANCE PERCIVAL A. BENTRES, MHO	MS. JAMIE M. LUMBAG
MS. GRACE P. TINDAAN, OMAG	MS. CLAUDETTE P. CARIÑO
MS. LAURIE F. PANGDA, MSWDO	MS. MARJORIE V. CASILLA
MS. MIRALYN P. NATINOL, LCR	MS. ESTER D. ALFREDO

Section 2. The Records and Archives Unit/RMIC shall perform the following functions:

1. To develop and maintain a local records management operations manual which shall contain the functions, organizational chart of the records unit, policies and

standard operating procedures on records management activities such as records creation and maintenance and control;

2. Review and implement existing policies and guidelines on records disposition;
3. Coordinate with NAP on records management and records management updates;
4. Conduct records inventory and consolidation in their respective units/offices; and
5. Establish, maintain and operate a records storage or mini archive of non-current records preparatory to its transfer to NAP Records Center or to the Archives repository.

Section 3. Section 1 of Administrative Order No. 08, series of 2019 relative to the composition of the RMIC is hereby amended. Provided further that all Administrative Orders or parts thereof which are inconsistent with this Administrative Order or parts hereof are deemed modified or repealed accordingly.

Section 4 This Order shall take effect immediately.

DONE this 21st day of October, 2022 at Itogon, Benguet.

HON.  S. WACLIN
Municipal Mayor

Copy furnished:

- All concerned
- SBO
- All Department Heads
- file