



SPECIAL ORDER

No. 192
Series of 2023

SUBJECT: CREATION OF THE AD HOC SECTIONS IN THE RECORDS DIVISION

In the exigency of the service and in line with the Records Division's mandate of providing an efficient, effective and economical records management on a continuing basis and consistent with the mission and vision of the Department, the following Ad-Hoc Sections of the Records Division are hereby created:

- 1.) Records Creation and Control Section
- 2.) Archives and File Management Section

The major tasks and functions of each ad hoc section are as follows:

Records Creation and Control Section (RCCS) Current Records

1. Formulate, evaluate, update and implement policies and guidelines on records management;
2. Provide systematic control of handling incoming mails and correspondence and dispatch outgoing/signed communications;
3. Classify the documents according to Offices/Persons concerned;
4. Assist in establishing and maintaining an active continuing programs for the management, preservation and disposition of current records before they are transferred to the non-current section;
5. Implement records digitalization;
6. Receive and encode documents thru the Data Tracking System coming from different offices, within and outside the Department;
7. Provide messengerial/liason service for the Department;
8. Authenticate official records when necessary; and
9. Appear and provide support functions to the Legal Service in the presentation of documents before any Court and other administrative body, whenever required.

Archives and File Management Section (AFMS) Non-Current Records

1. Ensure proper storage of inactive records and prompt disposal of absolute, valueless records and preserve vital and permanent records for Archival purposes;
2. Preserve permanent records accordingly (Subjective, Alphabetical, Numerical etc.);
3. Evaluate, appraise and compile documents before proper disposition;

4. Provide and set control of the Department's permanent and vital documents and those with archival value;
5. In-charge of Records Inventory of accumulated documents of the Department;
6. Responsible for the safe keeping of all Permanent Records of the Department;
7. Provide efficient and effective ways of getting needed research materials for the management; and
8. Initiate disposal proceedings for valueless records and those that have already their retention limit as per National Archives of the Philippines (NAP) rules and regulations.

This Order shall take effect immediately and shall remain in full force until revoked in writing. All orders and memoranda inconsistent herewith are deemed revoked.

Done this 17th day of February 2023.


DOMINGO F. PANGANIBAN
Senior Undersecretary



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