

**MEMORANDUM**

TO : ALL BAR DIVISIONS/UNITS

FROM : **DR. VIVENCIO R. MAMARIL**  
Director, BAR

DATE : July 12, 2021

SUBJECT : **NEW POLICIES FOR RECORDS MANAGEMENT**

To ensure that permanently valuable information is preserved and all other record information is retained, reviewed, and disposed of systematically and serves as our records keeping standard operating procedure in adherence to the National Archives Standards, the following are to be complied:

**A. Repository of Records**

The Records Division shall maintain centralized filing of documents such as

- A.1 201 File of all inactive/retired personnel (permanent and JOs)
- A.2 Copies of Contract of Services of JOs
- A.3 Terminal Reports of BAR funded projects
- A.4 Profile of BAR scholarship recipients
- A.4 BAR Accomplishment Reports
- A.5 Inter-Office/DA Issuances (Special Orders, Memoranda, Outgoing Document files, etc)

**B. Electronic Records**

List of documents will be maintained and filed by each division for the systematic classification, identification and maintenance of documents, archiving and scheduling of disposal, pending electronic data based records system (to be provided by the Information Management Unit)

**B.1 Human Resource Management Unit**

**B.1.1 DTR**

**B.1.2 Approved Application for Leave**

**B.1.3 Monthly Accomplishment Report of JOs**

**B.1.4 IPCR/DPCR/OPCR**

B.2 Supply and Property Unit

B.3 General Services Unit

B.4 Procurement Services Unit - Jerry

B.5 Cash Management Unit

B.6 Budget Unit - Jerry

B.7 Accounting Unit - McJury

B.8 Research Coordination Division

B.8.1 Approved proposals

B.8.2 Terminal reports of funded projects

B.5 Program Development Division

B.6 Knowledge Management and Information Systems Division

CASHIER  
\* - UDDAP-ADA Validated  
\* - OFFICIAL RECEIPTS  
\* - ADVICE OF CHECKS ISSUED  
+ CANCELLED

Gen. Services  
T.O., TRUPTICET, BUS,  
FUEL CONSUMPTION,  
VEHICLE REGISTRATION /  
DOCUMENTS

For the guidance of all concerned.