

Republic of the Philippines  
Department of Agriculture  
**BUREAU OF AGRICULTURAL RESEARCH**  
RDMIC Bldg., Elliptical Rd. cor. Visayas Ave., Diliman, Quezon City 1101

**MEMORANDUM**  
No. 21-09-001

**TO :** ALL DIVISIONS/UNITS

**SUBJECT :** NEW POLICIES FOR RECORDS RETENTION AND DISPOSITION

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## I. RATIONALE

Republic Act 9470, otherwise known as the “National Archives of the Philippines Act of 2007, defined “public records” as records or classes of records, in any form, in whole or in part, *created* or *received* by a government agency in the conduct of its affairs, and have been retained by that government agency or its successors as evidence or because of the information contained therein. The specific records keeping requirements of this Act are as follows:

1. Establishment of Archives and Records Office/Unit
2. Conduct of Inventory of Public Records
3. Establishment of Records Disposition Schedules
4. Authorized Disposition of Public Records

In view of the above, and 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:

## II. SCOPE

### A. Repository of Records

The Records Division shall maintain a centralized filing of documents such as:

- 201 File of all inactive/retired personnel (Permanent and Job Orders)
- Copies of Contract of Services of JOs
- Approved Project/Research Proposals
- Completion/Terminal Reports of BAR funded projects



- Profile of BAR scholarship recipients
- BAR Annual Accomplishment Reports
  
- Inter-office (BAR) and DA-wide Administrative Issuances
  - Special Orders
  - Memoranda
  - Department Orders (DA)
  
- Presidential Issuances
  - Executive Orders
  - Proclamations
  - Memorandum Circulars
  - Memorandum Orders

## **B. Electronic Records**

Pending an electronic centralized database recording system, documents and list of documents shall be maintained by each division for a systematic classification and identification of documents. The system can be compared to a filing system which is arranged by fields, records and files. It shall also serve as a means for easier access and inventory of records and documenting the preparation of the Records Disposition Schedule.

The files to be maintained by offices are:

### **B.1 Office of the Director (OD)**

- Administrative Issuances
- Files of incoming documents

### **B.2 Office of the Assistant Director (OAD)**

- Administrative Issuances
- Files of incoming documents

### **B.3 Human Resource Management Unit (HRMU)**

- DTR
- Approved Application for Leave
- Monthly Accomplishment Report of JOs
- IPCR/DPCR/OPCR

### **B.4 Supply and Property Unit (SPU)**

- Inventory Custodian Slip (ICS)
- Property Acknowledgment Receipt (PAR)
- Requisition Issue Slip (RIS)
- Stock Cards

- Property Cards
- Monthly Report of Supplies and Materials Issued (MRSMI)
- Annual Report of Plant Property and Equipment (RCPPE)
- Inspection and Acceptance Report (IAR)
- Agency Procurement Request (APR)
- Annual Procurement Plan (APP)
- Project Procurement Management Plan (PPMP)

**B.5 General Services Unit (GSU)**

- Travel Orders
- Trip Tickets
- Bills
- Fuel Consumption
- Vehicle Registrations/Documents

**B.6 Procurement Services Unit (PSU)**

- Purchase Request (PR)
- Quotations and Abstracts
- Purchase Orders
- Bidding Documents
- Contracts
- Mayor's Permit
- Official Receipts

**B.7 Cash Management Unit (CMU)**

- Validated LLDDAP-ADA
- Official Receipts
- Advice of Checks Issued and Cancelled

**B.8 Budget Unit (BU)**

- Obligation Request Status (ORS)
- Special Allotment Research Order (SARO)
- Notice of Cash Allocation (NCA)
- Administrative Services Agreement (ASA)
- Financial Accountability Reports (FAR)
- Travel Order (TO)

**B.9 Accounting Unit**

- Certificate of Availability of Funds (CAF)
- Notice of Cash Allotment (NCA)
- LDDAP-ADA

- FAR
- TRA
- PHIC Remittance
- HDMF Remittance
- GSIS Remittance
- Monthly Payroll
- Financial Report

**B.10 Research Coordination Division (RCD)**

- Approved proposals
- Notarized MOA (project contract)
- Terminal Reports (BAR funded projects)

**B.11 Research Program Development Division (RPDD)**

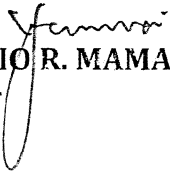
- Approved project/research proposals
- Notarized MOA (project contract)
- Terminal Reports (BAR funded projects)
- BAR Annual Accomplishment Reports

**B.12 Knowledge Management and Information Systems Division**

- Borrower's Slip
- Gate Pass
- ICT Support Form
- Monitoring of Serve Backup Form

For the guidance of all concerned.

Done this 14<sup>th</sup> day of September 2021.

  
**VIVENCIO R. MAMARIL, Ph.D**  
Director