



Republic of the Philippines  
Department of Agriculture  
**BUREAU OF AGRICULTURE AND FISHERIES STANDARDS**  
"...ensuring consumer safety and promoting global competitiveness  
of Philippine agriculture and fishery products..."

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Reference Numbers		

**OFFICE ORDER No. 18**  
Series of 2021

**TO :** ALL BAFS EMPLOYEES

**FROM :** OFFICE OF THE OIC-DIRECTOR

**SUBJECT :** AMENDMENT OF OFFICE ORDER No. 73 SERIES OF 2016 RE:  
CREATION OF RECORDS MANAGEMENT IMPROVEMENT  
COMMITTEE (RMIC)

**DATE :** August 27, 2021

In line with the BAFS' efforts to ensure continual improvement of the Quality Management System, and for a better implementation of our Records Disposition Program (RDP), a Records Management Improvement Committee (RMIC) is hereby reconstituted as follows:

**Chairperson :** Daisy E. Melegrito  
Administrative Officer V

**Vice Chairman :** Rosemarie V. Calibo  
Information Officer III

**Members :** All Division Chiefs, Documented Information  
Controller (DC) and Administrative Custodian Team

**Secretariat :** Chester G. Benavidez  
Science Research Specialist I

Brooklyn S. Flores  
Science Research Specialist I

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The Committee shall, among other perform the following functions:

1. Formulate policies of effective, efficient and economical implementation of the RD Program;
2. Responsible for the systematic records management program in all phases of Records management, i.e., creation, maintenance and disposition;
3. Oversee the inventory, analysis and evaluation of records;
4. Responsible for the identification and preservation of documents which are continuing value and requiring permanent retention and records of temporary value which may be promptly disposed of at the expiration of predetermined periods;
5. Determine the retention periods of the agency's records and formulate the RD Schedule subject to the approval of the National Archives of the Philippines (NAP)
6. Secure authority from the NAP for the disposal of valueless records and/or transfer of archival records;
7. Take charge of the custody of valueless records until their disposal authorized;
8. Oversee the actual disposal of records and/or transfer of archival records to NAP and maintain all documents pertaining thereto;
9. Develop policies and techniques for repairing damaged records and take positive steps to prevent loss and authorized destruction of records; and
10. Establish a depository space/area for the storage of records that are no longer needed by the agency but which are not yet ready for disposal.

A Sub-Committee may be created composed of Sections Chiefs and other designated personnel as members. The Sub-Committee shall be responsible for the inventory, initial study and appraisal of the records found in their respective processes; and, recommend to the RMIC the retention period inherent in their respective processes.

For your compliance.

  
**MYER G. MULA, Ph.D.**

OIC Director

*My  
RVC  
27082021*

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