



February 5, 2024

OFFICE ORDER No. 6
Series of 2024

TO : ALL BAFS PERSONNEL

FROM : OFFICE OF THE DIRECTOR

SUBJECT : RECONSTITUTION OF DA-BAFS RECORDS IMPROVEMENT COMMITTEE (RMIC)

Pursuant to National Archives of the Philippines General Circular No. 1 dated January 20, 2009 and to ensure continual improvement of the DA-BAFS Quality Management System (QMS) and records activities, the DA-BAFS Records Management Improvement Committee (RMIC) is hereby reconstituted as follows:

Chairperson : Roxanne P. Lizardo
Administrative Officer V

Vice-Chairperson : Rosemarie V. Calibo
Information Officer III

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

Secretariat : Mark Brian E. Umali
Personnel Specialist I

Larry A. Yumang
Administrative Assistant II

Kristine Anne D. Nuqui
Senior Administrative Assistant III

Angel Mae L. Conda
Planning Specialist



The Committee shall, among others perform the following functions:

1. Oversee the systematic Records Disposition Program (RDP) in all phases of records management, which include i.e., creation, maintenance, and disposition;
2. Formulate policies for effective, efficient, and economical implementation of the RDP;
3. Develop policies and techniques for repairing damaged records and take positive steps to prevent loss and authorized destruction of records;
4. Oversee the inventory, analysis, and evaluation of records;
5. Determine the retention periods of the DA-BAFS records and formulate the RD Schedule (RDS) subject to the approval of the National Archives of the Philippines (NAP);
6. Manage the identification and oversee the preservation of documents that are of continuing value and requiring permanent retention and records of temporary value that may be promptly disposed of at the expiration of predetermined periods;
7. Secure authority from the NAP for the disposal of valueless records and/or transfer of archival records;
8. Act as custodian of valueless records until their disposal is authorized;
9. Identify 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; and
10. Manage the actual disposal of records and/or transfer of archival records to NAP and maintain all documents pertaining thereto.

A Sub-Committee may be created composed of Section 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.

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

Done this 1st day of March 2024.


KAREN KRISTINE A. ROSCOM, PFT, PhD
Director IV
RVC
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