



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..."

Page	:	1 of 2
Reference Numbers		

August 27, 2021

MEMORANDUM

To : **ALL BAFS DIVISIONS**

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

Subject : **REQUEST TO ACCOMPLISH NATIONAL ARCHIVES OF THE PHILIPPINES (NAP) FORMS**

In line with the intention of the Bureau to continually improve its Records and Archival Management, all divisions are hereby requested to update the 2016 Inventory List and Records Disposition Schedule (RDS) through the following National Archives of the Philippines (NAP) forms:

- NAP Form 1 - Record Inventory and Appraisal;
- NAP Form 2 - Records Disposition Schedule; and
- NAP Form 3- Request for Authority to Dispose Records for non-current and valueless records requested to be disposed of officially.

This initiative is in compliance with the Rules and Regulations developed under the provision of Republic Act 9470 or the National Archives of the Philippines Act of 2007 namely:

- NAP General Circular 1 series of 2009 Rules and Regulations Governing the Management of Public Records and Archives Administration; and
- NAP General Circular 2 series of 2009 Guidelines in the Disposal of Valueless Records in the Government Agencies

Copies of 2016 records information and forms are found in this link for your reference and completion: <https://bit.ly/RDSForms>.

Accomplished forms should be submitted not later than **September 15, 2021, Wednesday**.

BPI Compound, Visayas Avenue,
Diliman, Quezon City, Philippines
Trunkline: (632) 928-8741 to 64 loc. 3301-3319
E-mail: info.dabafs@gmail.com
Website: www.bafs.da.gov.ph



An affiliate of
IFOAM
ORGANICS
INTERNATIONAL



A food-secure and resilient Philippines with empowered and prosperous farmers and fisherfolks

For queries and clarification, Dr. Alpha M. Lanuza, Chester Benavidez, and Brooklyn Flores of the Technical Services Division (TSD) have been assigned to this endeavor. You may contact them at tsd.bafs@gmail.com.

For strict compliance.


MYER G. MULA, Ph.D.
OIC-Director

Handwritten initials and number:
MGC
27082821

BPI Compound, Visayas Avenue,
Diliman, Quezon City, Philippines
Trunkline: (632) 928-8741 to 64 loc. 3301-3319
E-mail: info.dabafs@gmail.com
Website: www.bafs.da.gov.ph



An affiliate of
IFOAM
ORGANICS
INTERNATIONAL



A food-secure and resilient Philippines with empowered and prosperous farmers and fisherfolk