



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

DEPARTMENT ORDER NO. 2021 007

**CREATION OF THE DEPARTMENT OF FOREIGN AFFAIRS
RECORDS AND ARCHIVES MANAGEMENT IMPROVEMENT COMMITTEE
(DFA RAMIC)**

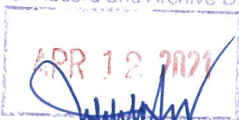
Section 1. Legal Basis and Justification

- 1) Title IV, Rule 20, Article 30 of the Implementing Rules and Regulations of Republic Act No. 9470, or the National Archives of the Philippines Act of 2007, mandates the separate “archives and records office/unit” that “[i]t shall plan, formulate and implement a records management and archival administration program for the efficient creation, utilization, maintenance, retention, storage, preservation, conservation and disposal of public records including the adoption of security measures and vital records protection program for the agency.”
- 2) Article III, Rule 3.4 of NAP General Circular No. 1 (January 20, 2009) mandates that “each agency shall create a Records Management Improvement Committee (RMIC) as an advisory body on the development of records management, the Chairman and members of which shall be designated by the Head of the Agency.”
- 3) The existing advisory committees on records and archives management in the DFA, namely: the DFA Records Management Improvement Committee (D.O. 25-2012) and the DFA Archives Committee (D.O. 19-2014) are reconciled in the interest of service and streamlining of processes and strengthening the system of management of records and administration of archives. The membership and functions and responsibilities of relevant committees on records and archives management are updated based on the current organizational structure of the Department.

The DFA Records Inventory Committee (D.O. 18-2016) shall be subsumed under the DFA RAMIC and will be renamed as Subcommittee on Inventory. Its members shall be reconstituted in the Section 7 of this Order.

- 4) An integrated approach to records management is essential in ensuring that records are available and useful to the Department and its stakeholders from their creation to their ultimate disposition. An integrated records and archives management program recognizes that records follow a life cycle and acknowledges the importance of managing those records through a continuum of care approach.

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General Record and Archive Division



JOSEPH E. CARIOSO
Signing Officer

2330 Roxas Blvd., Pasay City, 1300 Philippines
Tel. No. 834 - 4000
www.dfa.gov.ph

Section 2. Definition of Terms

Whenever used in this Order, the following terms shall have their respective meaning hereinafter set forth:

- 1) Archives – shall refer to:
 - a) Public records, papers, periodical, books or other items, articles or materials, whether in the form of electronic, audio-visual, or print, which by their nature and characteristics have enduring archival value, that have been selected for permanent preservation;
 - b) The place (building/room/storage area) where archival materials are kept and preserved; and
 - c) An organization (or part of an organization) whose main function is to select, collect and preserve archival records and make such records available for public use
- 2) Archives management – the general oversight of a program to appraise, acquire, arrange, and describe, preserve, authenticate, and provide access to permanently valuable records
- 3) Digitization – the process of converting data to digital format for processing by a computer. In information systems, digitization usually refers to the conversion of printed text or images (photographs, illustrations, maps, etc.) into binary signals using a scanning device that enables the result to be displayed on a computer screen.
- 4) Disposal – refers to the act of selling, burning or any other way of discarding valueless records in accordance with the provisions of Republic Act No. 9470
- 5) Disposition – refers to the systematic sorting of records in the office storage whereby those classified as valuable records are permanently preserved and those which are classified as valueless are disposed of
- 6) Document – refers to the recorded information regardless of medium or characteristics. Frequently used interchangeably with “records”
- 7) Electronic records management – involves processes for managing the records in their entirety. These processes include directing, planning, organizing, budgeting, training, and controlling the management of electronic records.
- 8) Inventory – refers to the descriptive listing of the records holding by records series indicating its specific location, inclusive date, and volume in cubic meter; conduct related activities to locate, identify, describe, count, and measure all records in the office and storage areas incusing all loose and bound papers, microforms, optical disks and magnetic tapes and disks
- 9) Records – refers to information, whether in its original form or otherwise, including documents, signatures, seals, texts, images, sounds, speeches, or data compiled, recorded, or stored, as the case may be:

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JOSEPH E. ERICSO

- a) In written form on any material; or
 - b) On film, negative, tape, or other medium so as to be capable of being reproduced; or
 - c) By means of any recording device or process, computer, or electronic device or process
- 10) Records management – refers to the managerial activities involved with respect to records creation, records maintenance and use, transmission, retention, and records disposition in order to achieve adequate and proper documentation of policies and transactions of government for its efficient, effective, and economical operation
- 11) Records Officer – refers to the employee responsible for overseeing the records management program and providing guidance on adequate and proper recordkeeping

Section 3. Composition of the DFA RAMIC

The following shall constitute the DFA RAMIC:

- CHAIRPERSON - Undersecretary for Administration
- ALTERNATE CHAIRPERSON - Assistant Secretary
Office of Asset Management and Support Services
- VICE CHAIRPERSON - Special Assistant
Undersecretary for Administration
- MEMBERS - Special Assistant
Office of the Secretary
- Special Assistant
Undersecretary for Bilateral Relations and ASEAN Affairs
- Special Assistant
Undersecretary for Multilateral Affairs and International Economic Relations
- Special Assistant
Undersecretary for Migrant Workers Affairs
- Special Assistant
Undersecretary for Civilian Security and Consular Affairs
- Assistant Secretary
Office of Consular Affairs

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JOSEPH E. CRIOSO
Signing Officer

- Assistant Secretary
Office of Treaties and Legal Affairs
- Assistant Secretary
Office of Financial Management Services
- Assistant Secretary
Office of Policy Planning and Coordination
- Assistant Secretary
Office of Protocol
- Assistant Secretary
Office of Public and Cultural Diplomacy
- Assistant Secretary
Human Resources Management Office
- Head
Intelligence and Security Unit
- Director
OAMSS – General Records and Archives
Division
- Director
OCA – Consular Records Division
- Director-General
Foreign Service Institute
- Secretary-General
UNESCO National Commission

HONORARY MEMBERS

Section 4. Functions and Responsibilities of DFA RAMIC

The Committee shall perform the following functions:

- 1) Serve as the Technical Working Group (TWG) that will set and advise on the guidelines and policies on records and archives management:
 - a) Review the appraisal study and decide on the classification of records and archives of the Department, including DFA Consular Offices (COs) and Foreign Service Posts (FSPs), and determine the type of records and documents that will be transferred to the DFA Archives.
 - b) Oversee the establishment and maintenance of an active, sustainable, and integrated records and archives management program for DFA.
 - c) Identify and preserve records of continuing value that require permanent retention, and records of temporary value which may be promptly disposed of after their respective predetermined retention periods have been met.

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JOSEPH S. BRIONES
Signing Officer

- d) Advise and provide inputs in the creation and implementation of policies regarding the appraisal, arrangement, description, disposition, access, and security of records.
- 2) Determine the retention periods of the Department's records and update the existing Records Disposition Schedules as needed, subject for approval of the Secretary of Foreign Affairs and the final approval of the Executive Director of the National Archives of the Philippines.
- 3) Monitor the disposal of valueless records and the preservation of archives and other records with continuing value in the Department.
- 4) Monitor the implementation of guidelines on electronic records management and the digitization of the Department's records.
- 5) In coordination with HRMO, OAMSS and FSI, design training modules in records management and archives management for officers and staff to instill the appreciation of its principles and value, and to incorporate these to work protocols and structures in the Department.
- 6) Pursuant to Section 5 of Republic Act No. 11032 or the Ease of Doing Business and Efficient Government Service Delivery Act of 2018, coordinate with the Anti-Red Tape Authority (ARTA) in reviewing and identifying redundancies and outdated rules, regulations, and issuances in the Department especially those affecting the public.
- 7) Discuss, recommend, and decide on matters arising from the operations and activities related to the management of the Department's records and archives.

Section 5. DFA RAMIC Subcommittee on Inventory

The existing Department Records Inventory Committee (D.O. 18-2016) shall be reconstituted and be referred as the DFA RAMIC Subcommittee on Inventory.

The following shall compose the DFA RAMIC Subcommittee on Inventory:

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|------------------|---|--|
| CHAIRPERSON | - | Assistant Secretary
Office of Asset Management and Support Services |
| VICE CHAIRPERSON | - | Special Assistant
Undersecretary for Administration |
| MEMBERS | - | Director
HRMO-Performance and Records Management Division |
| | - | Director
OAMSS-General Records and Archives Division |

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JOSEPH E. ARIOSO
Signing Officer

- Director
OCA-Consular Records Division
- Head
OAMSS-GRAD DFA Archives Section
- Head
OAMSS-GRAD General Records Section

Section 6. Functions and Responsibilities of the DFA RAMIC Subcommittee on Inventory

Pursuant to D.O. 18-2016, the DFA RAMIC Subcommittee on Inventory shall perform the following:

- 1) Ensure that the Records Inventory Program of the DFA is being undertaken on a regular basis in accordance with Article III Section 15 of R.A. No. 9470 and NAP General Circular No. 4 (November 28, 2012).
- 2) Instruct all Department offices, COs, and FSPs to undertake an inventory of all records in their possession.
- 3) Conduct, in coordination with HRMO, OAMSS, FSI, and the National Archives of the Philippines, seminar-workshops/ trainings/ retooling programs that would be useful in the conduct of records inventory.
- 4) Serve, in coordination with the National Archives of the Philippines, as the consultant for the Department offices, COs, and FSPs in the conduct of their respective records inventories.
- 5) Monitor the accomplishment of the National Inventory of all Department offices, COs, and FSPs.
- 6) Submit to the National Archives of the Philippines the consolidated accomplished Records Inventory and Appraisal Form (NAP Form No. 1) submitted by all Department offices, COs, and FSPs.

Section 7. Department Office/Consular Office/Foreign Service Post Working Group on Inventory

Department Offices, Consular Offices (COs), and Foreign Service Posts (FSPs) shall establish a Working Group (WG) under the DFA RAMIC Subcommittee on Inventory that shall be composed of the following:

- | | | |
|------------------|---|--|
| CHAIRPERSON | - | Administrative Officer |
| VICE CHAIRPERSON | - | Records Officer |
| MEMBERS | | Communications Officer
Property Officer |

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JOSEPH E. BRIOSO
Signing Officer

The Working Group shall be responsible for the following:

- 1) Report to the Head of Office/Head of Post/ Officer-in-Charge on the Working Group's progress on inventory.
- 2) Undertake the actual inventory of all records of the office/ CO/ FSP.
- 3) Accomplish the Records Inventory and Appraisal Form (NAP Form No. 1).
- 4) Maintain an updated records inventory of the office/ CO/ FSP.
- 5) Submit the updated inventory to OAMSS-GRAD for consolidation on the designated date or deadline.

Section 8. **Alternate Member**

Alternate members, who shall have the same qualifications as their principals, may be designated through an Office Order. They shall attend meetings whenever their principals are unavailable.

Section 9. **Secretariat**

The OAMSS-GRAD shall be the designated secretariat of the DFA RAMIC and its subcommittees. OAMSS-GRAD shall provide the necessary support to the Committee and its subcommittees for the accomplishment of its functions. Concerned offices shall submit the names of the principal and alternate member to the Secretariat for preparation of Office Order.

Section 10. **Schedule**

DFA RAMIC meetings shall be convened at least once every quarter or as necessary. Subcommittee meetings shall be convened as necessary.

Section 11. **Agenda**

The Secretariat, in consultation with the Chairperson, shall prepare the agenda.

Section 12. **Repealing Clause**

In view of the foregoing, this Order repeals Department Order Nos. 25-2012 (Creation of Records Management Improvement Committee), 18-2016 (Creation of Records Inventory Committee), and Section 6 of 19-2014 (Establishment of the Department of Foreign Affairs Archives). Any other Department Order, Circular, Regulation and/or parts thereof contrary to or inconsistent with the provisions of this Order is hereby repealed or amended accordingly.

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JOSEPH E. CRIOSO
Signing Officer

Section 13. Administrative Liability

Any violation or non-compliance with this Order and other laws and regulations, as may be applicable, shall be punishable in accordance with Civil Service law, rules and regulations. Complaints of non-compliance shall be filed with HRMO for appropriate action.

Section 14. Separability Clause

If any part of this Order is declared contrary to law or unconstitutional by competent authority, the other parts not covered by such declaration shall remain in full force and effect.

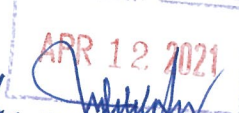

Section 15. Effectivity

This Department Order shall take effect after fifteen (15) days from the date of its deposit with the Office of National Administrative Register (ONAR) of the UP Law Center.


TEODORO L. LOCSIN JR.
Secretary of Foreign Affairs

Pasay City,

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JOSEPH E. GIOSO
Signing Officer