



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City, 1100
Trunkline (632) 929-66-26 • 929-6628 • 929-6635 • 929-4028 • 929-3618
426-0465 • 426-0001 • 426-0347 • 426-0480 • 426-0491
Voice-Over-Internet-Protocol (VOIP) Trunkline (632) 988-3367
Website: <http://www.denr.gov.ph>/E-mail: web@denr.gov.ph

MEMORANDUM

FOR/TO : **All Regional Executive Directors
All Bureau Directors
All Heads of Attached Agencies**

FROM : **The Director
Administrative Service**

SUBJECT : **LETTER-INVITATION FROM THE NATIONAL ARCHIVES
OF THE PHILIPPINES (NAP) AND THE PRESIDENTIAL
COMMUNICATIONS OPERATIONS OFFICE (PCOO) DATED
JUNE 08, 2021**

DATE : 14 June 2021

This refers to the attached letter-invitation from the National Archives of the Philippines (NAP) and the Presidential Communications Operations Office (PCOO) dated June 08, 2021.

Said invitation is in regard to their conduct of a series of inaugural events for the roll-out of the Electronic Records Management Policy (ERMP) for the Philippines. Two (2) senior representatives who directly supervise the Records Management Program in your offices are requested to attend the roll-out sessions.

Please send the names, emails, and regional offices of the attendees by 16 June 2021 for the June 22 sessions and by June 30 for the session of the rest of the year to the email address nationalarchives@nationalarchives.gov.ph. For further questions and inquiries, you may reach the tel. no. (02)8524-3231 or through the email indicated.

For your information and appropriate action.

ROLANDO R. CASTRO



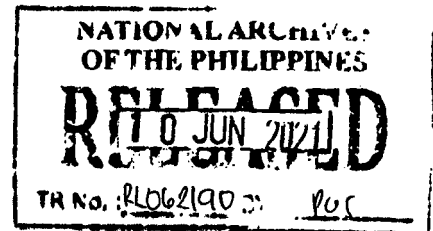
NATIONAL ARCHIVES OF THE PHILIPPINES
Pambansang Sinupang ng Pilipinas

08 June 2021

HON. ROY A. CIMATU

Secretary

Department of Environment and Natural Resources



Dear **Secretary Cimat**:

From the National Archives of the Philippines (NAP) and the Presidential Communications Operations Office (PCOO), Mabuhay!

The NAP and PCOO respectfully invite your agency/department to participate in a series of inaugural events for the roll-out of the Electronic Records Management Policy (ERMP) for the Philippines. We have just successfully concluded our rollout event in the Visayas on 5 May 2021 and in the National Capital Region (NCR) with selected agency-participants on 9 June 2021. There will be four (4) more separate rollouts for NCR, Luzon, Western Visayas, and Mindanao this year. These will be held in two identical four-hour online sessions with the first session beginning at 8am. The schedules and the offices to be invited are as follows:

- a. June 22, 2021 (morning session) – NCR (Departments & attached agencies)
June 22, 2021(afternoon session) – NCR (Departments & attached agencies, LGUs, Schools, Universities and Water Districts
- b. August 17, 2021 (morning session) – Western Visayas offices
August 17, 2021 (afternoon session) – Northern Luzon offices
- c. September 14, 2021 (morning session) – Central Luzon offices
September 14, 2021 (afternoon session) – Southern Luzon offices
- d. October 12, 2021 (morning session) – Northern Mindanao offices
October 12, 2021 (afternoon session) – Eastern and Southern Mindanao offices

Please note that we are requesting the attendance of two (2) senior representatives for each of the rollout sessions who directly supervise your Records Management Program in your offices concerned. Secretary Martin Andanar and Undersecretary Kristian Ablan are expected to address the events.


The NAP, under R.A. 9470, is mandated to establish policies and guidelines for electronic records for all government agencies. The newly created ERMP, which was developed in partnership with the PCOO, provides the government sector guidance for the shift from traditional paper records management to an electronic regime. Moreover, this new

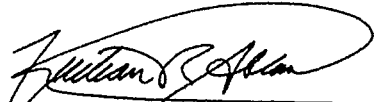
protocol complies with the President's instruction to embrace electronic governance and take advantage of the advances in technology to enhance service delivery to the public.

We hope to receive your positive response along with the names, emails, and regional offices of the attendees by 16 June 2021 for the June 22 sessions and by June 30 for the sessions of the rest of the year. We will then assign their sessions and provide the links. Please send all information to the nationalarchives@nationalarchives.gov.ph. We will contact your participants and send the necessary links as soon as possible. Should there be any questions, your colleagues may reach us at (02) 8524 – 3231 or through the email indicated. In the meantime, please accept the assurances of our highest consideration and continuing esteem.

Thank you.

Very truly yours,


VICTORINO MAPA MANALO, CESE
Executive Director
NAP


USEC. KRISTIAN ABLAN, CESO II
FOI Program Director
PCOO