



**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
KAGAWARAN NG KAPALIGIRAN AT LIKAS YAMAN**



April 25, 2024

MEMORANDUM

**FOR/TO : ALL OFFICIALS AND EMPLOYEES
DENR Central Office**

ATTN : ALL RECORDS CUSTODIANS

**FROM : THE DIRECTOR, Administrative Service and
CHAIRMAN, Records Management Improvement Committee (RMIC)**

**SUBJECT : REITERATION OF DENR MEMORANDUM NO. 2024-174 DATED
FEBRUARY 23, 2024**

This is to reiterate DENR Memorandum No. 2024-174, dated February 23, 2024, regarding the Submission of Inventoried Valueless Records for Disposal.

All documents that cease to have utility value shall be properly inventoried per DENR Memorandum Circular (DMC) No. 2010-16 dated October 08, 2010, entitled "Implementation of the Approved Records Retention and Disposition Schedule" and submitted to the Records and Management Division, Basement Main Building, on or before **August 16, 2024**, for subsequent disposal scheduled within the fourth quarter of the year.

The National Archives of the Philippines (NAP) Form 1 can be downloaded at <https://nationalarchives.gov.ph/downloads/nap-forms-2/> **RECORDS INVENTORY AND APPRAISAL (revised 2023) NAP Form No. 1.[excel]**

Please coordinate with the Records Management Division in the proper filling-out of the abovementioned form.

For your information and immediate action.



ROLANDO R. CASTRO

MEMO NO. 2024 - 366



**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
KAGAWARAN NG KAPALIGIRAN AT LIKAS YAMAN**



BAGONG PILIPINAS

February 23, 2024

MEMORANDUM

**FOR/TO : ALL OFFICIALS AND EMPLOYEES
DENR Central Office**

ATTN : ALL RECORDS CUSTODIANS

**FROM : THE DIRECTOR, Administrative Service and
CHAIRMAN, Records Management Improvement Committee (RMIC)**

**SUBJECT : SUBMISSION OF INVENTORIED VALUELESS RECORDS FOR
PROPER DISPOSAL**

In compliance with the National Archives of the Philippines (NAP) General Circular No. 2 entitled "Guidelines on the Disposal of Valueless Records in Government Agencies", the submission of inventoried valueless records for proper disposal is hereby instructed.

All documents that cease to have utility value shall be properly inventoried per DENR Memorandum Circular (DMC) No. 2010-16 dated October 08, 2010, entitled "Implementation of the Approved Records Retention and Disposition Schedule".

The National Archives of the Philippines (NAP) Form 1 can be downloaded thru <https://nationalarchives.gov.ph/wp-content/uploads/2024/01/20240105-001-2-2.pdf>

Please coordinate with the Records Management Division in the proper filling-out of the abovementioned form.

For your information and immediate action.


ROLANDO R. CASTRO

MEMO NO. 2024 - 174

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