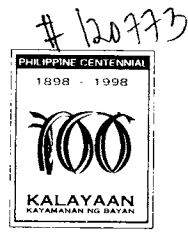




Republic of the Philippines
 Department of Environment and Natural Resources
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JUL 28 1999

SPECIAL ORDER
 No. 99- 851

SUBJECT : AMENDING SPECIAL ORDER NO. 94-872 DATED JUNE 20, 1994

Pursuant to the provisions of Executive Order No. 301, dated July 26, 1987 and in compliance with the Department of Education, Culture and Sports (DECS) Order No. 13-A, series of 1988, the membership of the Records Management and Improvement Committee (RMIC), created through Special Order No. 94-872 is hereby reconstituted, with the following personnel to compose the Committee:

- | | | |
|--|---|-------------------------|
| <i>Director, Administrative Service</i> | - | <i>Chairperson</i> |
| <i>Chief, Records Management & Doc. Division</i> | - | <i>Vice-chairperson</i> |
| <i>Records Officer Designate of the following Offices:</i> | | |
| <i>Office of the Secretary</i> | - | <i>Member</i> |
| <i>Legal Service</i> | - | <i>Member</i> |
| <i>Planning and Policy Studies</i> | - | <i>Member</i> |
| <i>Foreign Assisted Projects Office</i> | - | <i>Member</i> |
| <i>Commission on Audit</i> | - | <i>Member</i> |
| <i>Finance Management Service</i> | - | <i>Member</i> |
| <i>Public Affairs Office</i> | - | <i>Member</i> |
| <i>Special Concerns Office</i> | - | <i>Member</i> |
| <i>Human Resource Management Service</i> | - | <i>Member</i> |
| <i>Adm. Officer of Special Projects concerned</i> | - | <i>Member</i> |

The Committee shall perform the following functions:


1. Formulate policies and guidelines relevant to the drafting of communication/ administrative issuances;
2. Formulate policies and guidelines for the identification and preservation of records of permanent value;
3. Establish a program on the sale / disposition of obsolete records;
4. Create a sub-committee composed of representatives from every office who shall coordinate with the RMIC to standardize the filing and maintenance of records;

5. Formulate and recommend Records Retention and Disposal Schedule to include inventory, evaluation and determination of time and utility values and retention periods of records; and
6. Coordinate with the Records Management and Archives Office, DECS and COA for the disposal of valueless records.

The Committee shall convene regularly or whenever necessary, upon the call of the Chairman, and shall submit recommendations to the Secretary in support of its objectives/functions.

All expenses to be incurred by the Committee members in the performance of their duties and responsibilities shall be chargeable against Agency fund, subject to accounting and auditing rules and regulations.

This Order takes effect immediately and amends or revokes all others inconsistent herewith.



ANTONIO H. CERILLES
Secretary