MEMORANDUM

TO : All Members of the Records Management Improvement Committee (RMIC)
    - Division Chiefs/OICs and Heads of the Regional Offices

SUBJECT : Revision of the POEA Disposition Schedule

DATE : 11 March 2009

Pursuant to Special Order No. 85 Series of 2009, all concerned were enjoined to submit their respective Records Inventory and their revised Records Disposition Schedule (RDS) for consolidation and updating of the POEA RDS.

The prearranged period for the submission of the revised RDS has ended on March 3, 2009. The following divisions/units which have not yet submitted their revised RDS are directed, for the last time, to submit compliance on or before March 17, 2009:

- Name Hire Unit
- Landbased Center
- Government Placement Branch
- Planning Branch
- Accounting Division
- ICT Branch
- Human Resources Development Div.
- Repatriation Unit
- Labor Assistance Center
- Workers Education Division

In view of the inclusion of the Regional Offices in the revision of the POEA Disposition Schedule, the heads of the Regional Offices are given until March 20, 2009 to submit their RDS.

After consolidating the POEA RDS, a seminar workshop shall be conducted wherein all members shall present their revised RDS to the National Archives of the Philippines (NAP) for comments and approval.

All members are reminded that the approved POEA RDS shall govern the disposition of all POEA records in compliance with Republic Act No. 9470, otherwise known as the NAP Act of 2007. Hence, all concerned are enjoined to ensure adherence of their respective offices to this requirement.

For compliance.

VIVECA C. CALALIG
Deputy Administrator

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