FOR: QMR DEPUTY ADMINISTRATOR ANGELES W. GARCIA
DIRECTOR VIVECA CATALIG
DIRECTOR JAIME GIMENEZ
DIRECTOR RICARDO CASCO
DIRECTOR CARMELITA DIMZON
All Branch Managers and Division Chiefs

RE: ApprovedRetention Period for POEA Records

DATE: 06 February 2002

Relative to the Masterlist of Quality Records required for ISO Certification, please refer to the indicated retention period of records under your control in the attached existing POEA Records Disposition Schedule (RDS) which was approved by the Records Management and Archives Office (RMAO) in 1992. Any revision or changes in the RDS must first be approved by the Director of RMAO. Therefore, your individual inputs to the Masterlist of Quality Records should be consistent with this regulatory requirement.

A General Records Disposition Schedule is also attached, for your reference/perusal. Under Rule 2 Article 3 of the Guidelines on the Decentralized Disposal of Valueless Records in Government Agencies (DECS Department Order No. 13-A Series of 1988 re: Executive Order 205 Series of 1987), all Agencies shall not dispose of their records earlier than the period indicated for each records series. However, records may be retained for a longer period if there is a need to do so.

For compliance.

ROSALINDA DIMAPILLIS-BALDOZ
Administrator