



Republic of the Philippines
OFFICE OF THE CITY MAYOR
City of Davao

760.11 ED, MD

EXECUTIVE ORDER NO. 30
Series of 2018

AN ORDER ENJOINING THE CENTRALIZATION AND INTEGRATION OF ALL CITY GOVERNMENT RECORDS UNDER THE MANAGEMENT AND CONTROL OF THE CITY ARCHIVES AND RECORDS OFFICE (CARO) IN ACCORDANCE WITH REPUBLIC ACT NO. 9470 (OTHERWISE KNOWN AS THE NATIONAL ARCHIVES ACT OF 2007) AND FOR OTHER PURPOSES.

WHEREAS, Article 1, Section 2 of Republic Act No. 9470 otherwise known as the National Archives Act of 2007 declares as a state policy to give utmost priority for the safeguard, protection and preservation of its public documents and records, not only as fundamental instruments for efficient and effective governance but also as essential tools for the preservation of the country's history and cultural memory;

WHEREAS, in order to realize the above-stated policy, Republic Act No. 9470 further provides that all public records with enduring value, held by government offices including local government units (LGUs) shall be transferred to a permanent government repository for proper management, control, and regulation of record disposition;

WHEREAS, Article III, Section 13 of Republic Act No. 9470 mandates the establishment in all government offices of archives and record office/unit from their organic personnel within a year from the date of the effectivity of said Act, which mandate is reiterated by Rule 20, Article 30 of its Implementing Rules and Regulations (IRR);

WHEREAS, Rule 20, Article 30 of the Implementing Rules and Regulations of Republic Act No. 9470 provides that the archives and record office/unit has the duty to plan, formulate and implement a records management and archival administration program for the efficient creation, utilization, maintenance, retention, storage, preservation and disposal of public records including the adoption of security measures and vital records protection program;

WHEREAS, Rule 20, Article 32 of the Implementing Rules and Regulations of Republic Act No. 9470 provides that upon the effectivity of said Rules, every LGU should establish an archival system to ensure the safety and protection of all public documents and records such as records of births, marriages, deaths and other documents and records of public interest in the various offices and departments in the province, city, or municipality, and the barangay concerned;

WHEREAS, the Sangguniang Panlungsod enacted Ordinance No. 0396-18 creating the City Archives and Records Office as a separate Department in the City Government of Davao, in accordance with aforementioned Section 13, Article III of RA 9074 and Article 30, Rule 30 of its Implementing Rules and Regulations.

Section 1. FUNCTIONS. Pursuant to its mandate under existing laws, rules, and regulation, the City Archives and Records Office (CARO) shall perform the functions as follows:

- A) To be the central repository and administrator of all City records, most especially those with historical value and are permanent in nature;
- B) To plan, formulate and implement a records management and archival administration program for the efficient creation, utilization, maintenance, retention, storage, preservation and disposal of public records including the adoption of security measures and vital records protection program;
- C) To perform all acts related to the foregoing.

Section 2. CUSTODY OF ALL CITY RECORDS. The CARO shall have under its custody and management all records of the City Government of Davao, whether in manual or digitized/electronic forms.

Section 3. INTEGRATION TO THE CITY RECORDS MANAGEMENT SYSTEM. All existing and future operating systems, applications, and software developed and utilized for transactions of the City Government of Davao shall be integrated to the City Records Management System (CRMS) in order to ensure that all records generated therefrom will be captured, stored, and preserved in the central repository.

Section 4. ESTABLISHMENT OF RECORDS WORK STATIONS. The Records Work Stations (RWS) in all Departments/Offices and other key service areas in the City Government of Davao shall be established, to be manned by duly designated Records Officers who will take charge of receiving, sending, routing, filing/storing, accessing, security, and disposal of all records thereat. No record shall be taken out of any Department/Office without authorization from its duly designated Records Officer.


Section 5. MIGRATION TO AN ELECTRONIC WORK ENVIRONMENT. The CARO shall ensure migration of all Departments/Offices and transactions to "Less-Paper Office" or electronic work environment and the use of digital signatures in all City Government documents and transactions.

Section 6. ROLE OF THE CITY RECORDS MANAGEMENT IMPROVEMENT COMMITTEE. The City Records Management Improvement Committee (CRMIC) to assist CARO in the smooth transition to this new set-up.

Section 7. SEPARATION CLAUSE. If any part or provision of this Order is held unconstitutional or invalid, other parts or provisions hereof which are not affected shall remain in force and effect.

Section 8. EFFECTIVITY. This Executive Order shall take effect upon its signing.

DONE in the City of Davao, Philippines on 10 OCT 2018.

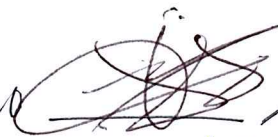

SARA Z. DUTERTE
City Mayor

CMO-ORD 50-46
RELEASED
12 OCT 2018 5:00 AM

Attested by:



ATTY. ZULEIKAT T. LOPEZ
City Administrator

CMO  10-15-18
3:00

CADD 10/15/18

CADD (Adm) 10/15/18

CADD (Opn) 10-15-18

CID 

CPDD  10/15/18

SP EM7 10-15-18

DILG  10-15-18

CANC  10/15