

Department of Social Welfare and Development  
NATIONAL CAPITAL REGION  
389 San Rafael Street corner Legarda, Sampaloc, Manila

TO : All CENTER/RESIDENTIAL CARE FACILITY HEADS  
All UNITS/SECTION HEADS  
All RPMOs (PANTAWID PAMILYA, SLP)

FROM : The ASEC OF OSEC GROUP AND CONCURRENT OIC-RD

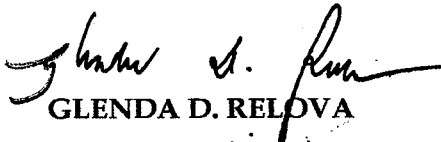
SUBJECT : Business Process and Requirements Analysis (BPRA) and  
Process Flow Charts of Records and Archives Management  
Section (RAMS)

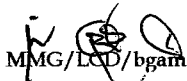
DATE : October 4, 2018

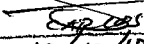
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This is to share with you the following approved BPRA and Process Flow Charts of Records and Archives Management Section per result of the Monitoring and Evaluation Workshop on the Preparation of BPRA and Process Flow Chart held on July 19, 2017 at ICON Hotel Timog Avenue corner Tomas Morato, Diliman, Quezon City and the TA Session with RAMS conducted by the PDPS staff last July 3, 2018.

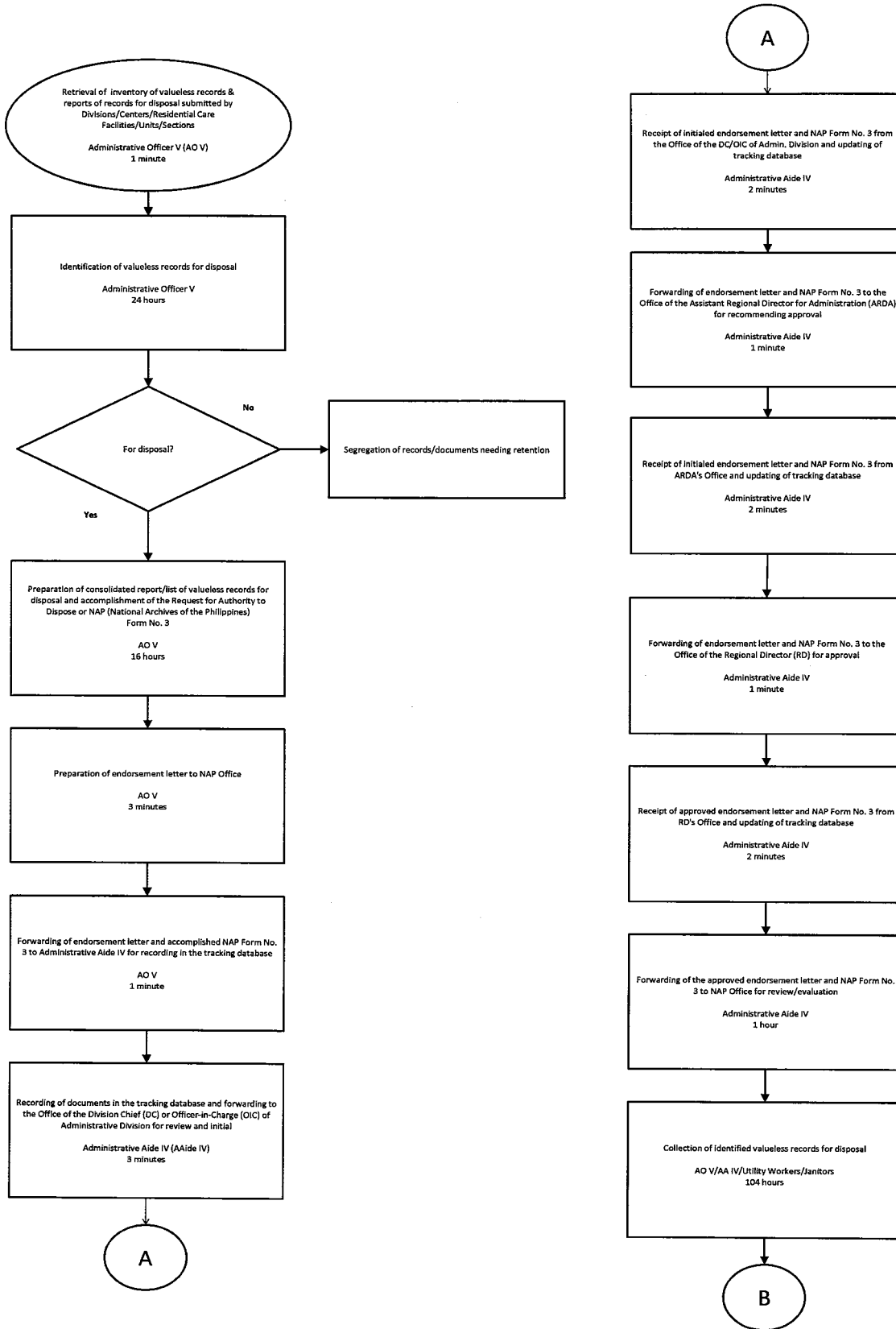
For your information and guidance.

  
GLENDA D. RELOVA  
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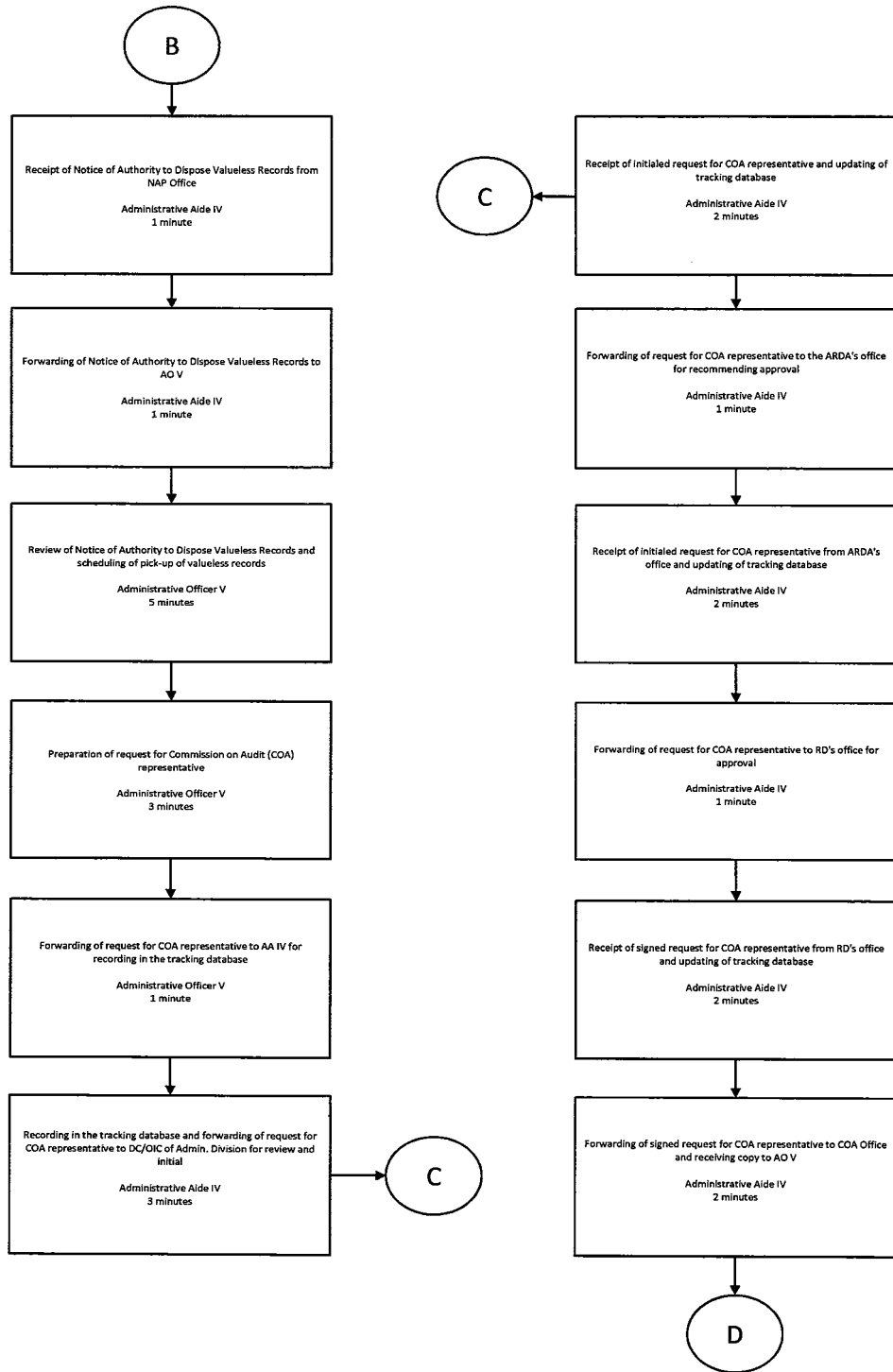
  
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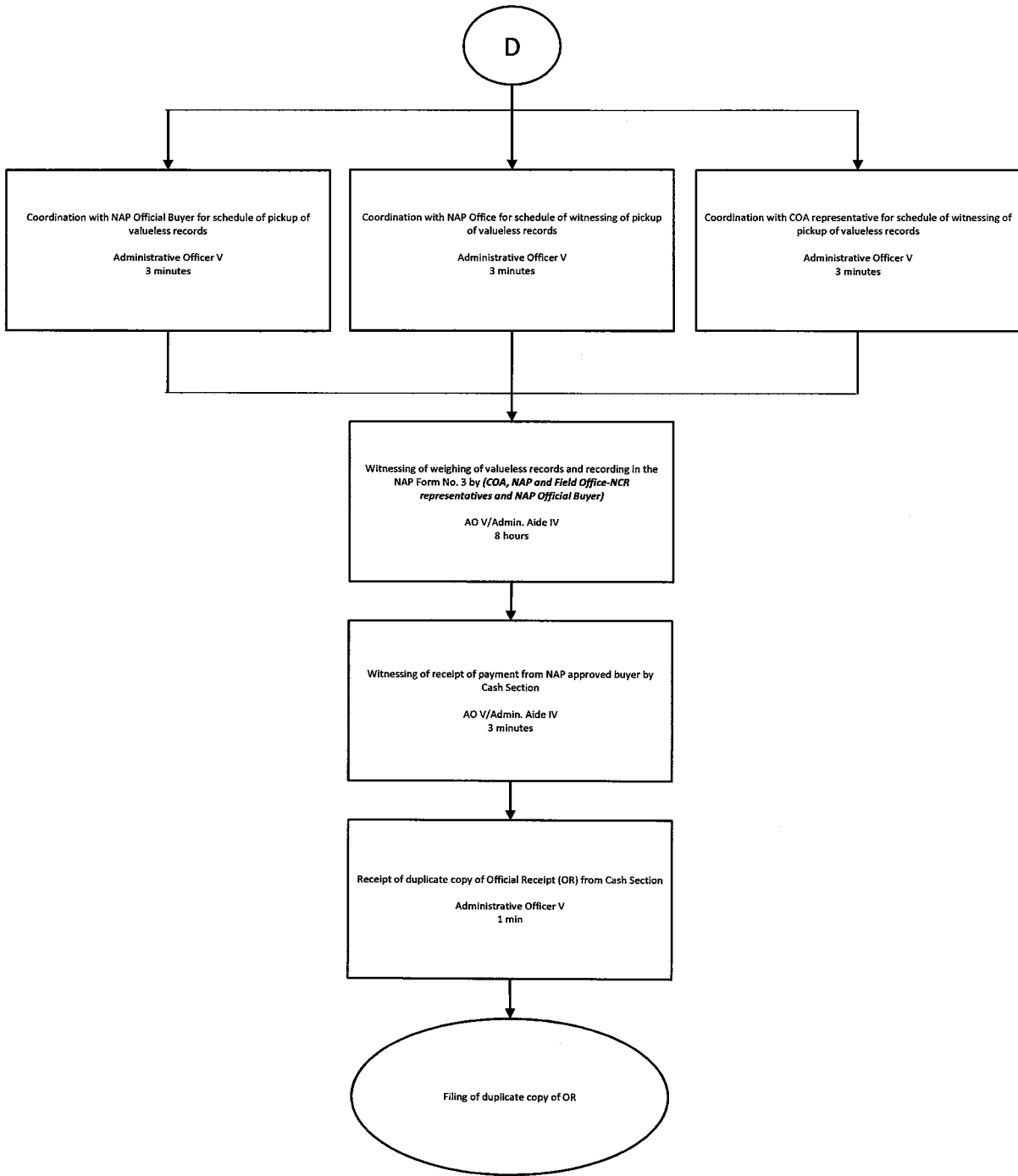
Preparation of Request for Disposal of Valueless Records



Scheduling and Actual Disposal of Valueless Records



Scheduling and Actual Disposal of Valueless Records





**BUSINESS PROCESS AND REQUIREMENTS ANALYSIS**

**Specific Function:** Preparation of Request for Disposal of Valueless Records

[A] PROCESSES						[B] REQUIREMENTS			
[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]	[10]
No.	Task	Responsible Person	Time Frame	Output	Policy	Application	Material/Infra	Competency	Remarks
1	Retrieve inventory of valueless records and reports of records for disposal submitted by Divisions/Units/Sections/Centers/Residential Care Facilities	Administrative Officer V	1 min		Republic Act No. 9470, Otherwise known as the National Archives of the Philippines Act of 2007	none		Records Management	
2	Identification of valueless records for disposal	Administrative Officer V	24 hrs	Consolidated list of valueless records for disposal	Republic Act No. 9470, Otherwise known as the National Archives of the Philippines Act of 2007	none	Pencil, index card, Records Disposition Schedule (RDS), General Records Disposition Schedule (GRDS) and Inventory list	Records Management	Identified records will be consolidated 1 week prior to submission of records for disposal to the Regional Director
3	If the documents identified are not yet for disposal, segregate records/documents retention period	Administrative Officer V		The section has classified the records/documents before proceedings to prevent disorder	Republic Act No. 9470, Otherwise known as the National Archives of the Philippines Act of 2007	none		Records Management	

4	If the records identified are already for disposal, prepare consolidated report/list then accomplish Request for Authority to Dispose also or National Archives of the Philippines (NAP) Form No. 3	Administrative Officer V	16 hrs	Consolidated records for disposal, accomplished NAP Form No. 3	Republic Act No. 9470, Otherwise known as the National Archives of the Philippines Act of 2007	Microsoft Office Excel and Word	Pen, pencil computer, printer with paper and stapler	Records Management and Computer literacy	
5	Prepare endorsement letter to NAP Office	Administrative Officer V	3 mins	Endorsement Letter		Microsoft Office Word	Computer	Communication Skills	
6	Forward accomplished NAP form no. 3 and endorsement to Administrative Aide IV for tracking	Administrative Officer V	1 min			none		Clerical literacy	
7	Recording/tracking of documents	Administrative Aide IV	3 mins	Record of document in the tracking data base	Republic Act No. 9470, Otherwise known as the National Archives of the Philippines Act of 2007	Microsoft Office Excel	Pen, logbook and computer	Computer Literacy	
8	Forward to Division Chief/Officer In Charge of General Administrative Services Division (GASD) for review and initial	Administrative Aide IV	1 min			none	Pen and logbook	Clerical literacy	
9	Receipt of initiated NAP Form No. 3, endorsement and updating of tracking database	Administrative Aide IV	2 mins	The ARDA reviewed and initiated the forwarded documents and recommended for approval of Regional Director		Microsoft Office Excel	Pen and logbook	Clerical literacy	

10	Forward document to Office of the Assistant Regional Director for Administration (ARDA) for recommending approval/initial	Administrative Aide IV	1 min	Updated tracking database				Pen and logbook		
11	Receipt of initiated NAP Form no. 3 and endorsement and updating of tracking database	Administrative Aide IV	2 mins			Microsoft Office Excel	Pen, logbook and computer	Clerical literacy		
12	Forward document to Regional Director for approval/signature	Administrative Aide IV	1 min				Pen and logbook			
13	Receipt of approved endorsement and NAP Form no. 3, and updating of tracking database	Administrative Aide IV	2 mins	Updated tracking database		none	Pen and logbook and computer	Clerical literacy		
14	Forward approved NAP Form no. 3 and Endorsement to the Office of National Archives of the Philippines (NAP) for review/evaluation	Administrative Aide IV	1 hr	Signed receiving copy		none	Pen, logbook and approved documents	Clerical literacy		Include travel time going to the Office of National Archives of the Philippines
15	Retrieved/Collect valueless records for disposal from their corresponding areas	Administrative Officer V Administrative Aide IV Utility Worker II Janitorial Services	104 hrs	Collected valueless records for disposal	Republic Act No. 9470, Otherwise known as the National Archives of the Philippines Act of 2007	none	Service vehicle, inventory of records for disposal and actual valueless records	Records Management		While awaiting for reviewed and evaluated NAP form no. 3 coming from NAP office



**BUSINESS PROCESS AND REQUIREMENTS ANALYSIS**

**Specific Function:** Scheduling and Actual Disposal of Valueless Records

<b>[A] PROCESSES</b>										<b>[B] REQUIREMENTS</b>			
[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]	[10]				
No.	Task	Responsible Person	Time Frame	Output	Policy	Application	Material/Infra	Competency	Remarks				
1	Receipt of notice regarding authority to disposal of valueless records from the Office of NAP	Administrative Aide IV	1 min			none	Pen and logbook						
2	Forward notice regarding authority to dispose to Administrative Officer V	Administrative Aide IV	1 min			none	Pen and logbook	Clerical literacy					
3	Scheduling of actual disposal of valueless records	Administrative Officer V	5 mins	Schedule of disposal valueless records	Republic Act No. 9470, Otherwise known as the National Archives of the Philippines Act of 2007	none		Time Management					
4	Prepare request for Commission on Audit (CAO) representative	Administrative Officer V	3 mins	Letter Request for COA representative	Republic Act No. 9470, Otherwise known as the National Archives of the Philippines Act of 2007	Microsoft Office Excel	Pen, pencil computer, printer with paper and stapler	Computer Literacy, Communication Skills					



5	Forward request for COA representative to Administrative Aide IV for tracking	Administrative Officer V	1 min			none	Pen and logbook	Clerical literacy	
6	Recording of request for COA representative in the tracking database then forwarding to Division Chief/Officer in Charge GASD for review and initial	Administrative Aide IV	3 mins	Record of document in the tracking database		Microsoft Office Excel	Pen, logbook and computer	Clerical literacy	
7	Receipt of initiated request for COA and update tracking database	Administrative Aide IV	2 mins	Updated tracking database		Microsoft Office Excel	Pen, logbook and computer	Clerical literacy	
8	Forward to ARDA for recommending approval/initial	Administrative Aide IV	1 min			none	Pen and logbook		
9	Receipt of initiated request for COA representative and update tracking database	Administrative Aide IV	2 mins	The Regional Director approved the document		Microsoft Office Excel	Pen, logbook computer	Clerical literacy	
10	Forward to Regional Director for approval/signature	Administrative Aide IV	1 min			none	Pen and logbook		

11	Receipt of approved request for COA representative and updating of tracking	Administrative Aide IV	2 mins	Updated tracking database		Microsoft Office Excel	Pen, logbook and computer	Computer literacy	
12	Forward approved request for representative to COA Office	Administrative Aide IV	1 min	Signed receiving copy		none	Pen and logbook	Clerical literacy	Commission on Audit of Field Office - NCR
13	Forward receiving copy of request for representative to AO V	Administrative Aide IV	1 min			none		Clerical literacy	
14	Coordination with COA representative regarding schedule of disposal	Administrative Officer V	3 mins	Appointment with COA representative	Republic Act No. 9470, Otherwise known as the National Archives of the Philippines Act of 2007	none	Pen, pencil piece of paper and/or telephone	Time Management	Can be performed interchangeably
15	Coordination with NAP's Official buyer regarding Schedule of disposal	Administrative Officer V	3 mins	Appointment with NAP's official buyer	Republic Act No. 9470, Otherwise known as the National Archives of the Philippines Act of 2007	none	Pen, pencil piece of paper and/or telephone	Time Management	
16	Coordination with NAP office regarding schedule of actual disposal	Administrative Officer V	3 mins	Schedule of actual disposal is coordinated to NAP	Republic Act No. 9470, Otherwise known as the National Archives of the Philippines Act of 2007	none	Pen, pencil piece of paper and/or telephone	Time Management	

17	(Actual Disposal of Records) Witnessing of weighing of valueless records and recording in the approved NAP Form no. 3	Administrative Officer V Administrative Aide IV	8 hrs		Republic Act No. 9470, Otherwise known as the National Archives of the Philippines Act of 2007	none	Pen, Pencil, index card, calculator	Credibility	Commission on Audit (COA) representative, National Archives of the Philippines (NAP) Official buyer, National Archives of the Philippines (NAP) representative and Field Office-National Capital Region representative must be present
18	Witnessing of receipt payment from NAP approved buyer	Administrative Officer V Administrative Aide IV	3 mins		Republic Act No. 9470, Otherwise known as the National Archives of the Philippines Act of 2007	none		Credibility	
19	Receipt of duplicate copy of Official Receipt (OR) from Cash Section	Administrative Officer V Administrative Aide IV	1 min	Duplicate copy of Official Receipt (OR) received for filing	Republic Act No. 9470, Otherwise known as the National Archives of the Philippines Act of 2007	none	Pen	Clerical literacy	
20	Filing of duplicate copy Official Receipt (OR)	Administrative Officer V	1 min	Transaction completed	Republic Act No. 9470, Otherwise known as the National Archives of the Philippines Act of 2007	none	Heavy duty puncher, pencil, staple remover and data file folder with complete label	Clerical literacy	

**Fill-up instructions for [A] Processes:**

- [1] Indicate the sequential number assigned to the task to emphasize procedure.
- [2] Indicate the detailed description of the task/action performed by the responsible person.
- [3] Indicate the full name and position of the responsible person who performs the task.
- [4] Indicate the actual or average time consumed to complete the task/action.
- [5] Indicate the detailed description of the product or result attained after completing the task.

**Fill-up instructions for [B] Requirements:**

- [6] Indicate the title of the policy, rules or regulation that govern the process and performance of task and/or indicate necessary enhancements to improve the policy, rules or regulations.
- [7] Indicate the title of the application necessary to support the efficient performance of task and/or indicate necessary enhancements to improve the current application.
- [8] Indicate the hardware and services necessary to support the effective performance of task and/or indicate the necessary enhancements to improve the existing hardware and services.
- [9] Indicate the knowledge, skills and attitude that the responsible person must possess to effectively perform the task and/or additional KAs that must be acquired by the responsible person.
- [10] To be filled by the analyst to indicate action or additional information needed.