

# PROCEDURAL MANUAL

Finance and Administrative Division



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## I. Description

The Finance and Administrative Division (FAD) performs the over-all housekeeping function for the NLP, which includes preparation and safekeeping of general records, correspondence, budget preparation and execution, accounting, payroll, cashiering, property and supply management, human resource management and security and janitorial services.

# The division has the following core functions:

- Implement and execute the administrative policies laid down by the Director relative to the organization and functions of the NLP and;
- Coordinates the activities of the various divisions with respect to administrative and support services;
- During the pandemic, the management imposed the Alternative Work Arrangement (AWA) in order not to affect the day-to-day transaction. An assigned employee in each section must report to the office provided that they are in good health. The assigned employee/staff should follow the health protocols. Section Heads should inform ahead the Division Chief, if there are changes in the submitted alternative work schedules of their section.

To process the documents, internal arrangements were made to use the e-signatures with the consent of the signatory. However, this document should be signed originally before submission to COA and other concerned offices/agency.

### The FAD has six sections:

### **Accounting Section**

The Section is responsible for the proper and systematic recording and processing of all financial transactions of the NLP.

### **Budget Section**

This Section is responsible for the preparation and execution of the Agency budget. It handles the preparation of the budget proposals, submits the budget estimates in accordance with the budget forms prescribed in the



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Budget Calls to the Department of Budget and Management and prepares the briefing/presentation before the DBM Technical Panel. It also assists the Director in the presentation of the NLP Budget before the DBM Budget Technical Committee and Technical Committee Hearings and Plenary Sessions of both the House of Representatives and the Senate. It also facilitate requests for Sub-Allotment Request Order (SARO), Notice of Cash Allocation (NCA) and other budgetary requirements including monitoring, reporting recording of allotments received from DBM.

#### **Cash Section**

The Cash Section is responsible in safekeeping cash and other forms of collections, as well as the control of disbursements of money. It handles the receipt, custody and disbursement of funds and payments to general creditors, suppliers and its personnel. It also facilitates the preparation of salaries and other remunerations and its distribution to all concerned personnel, coordinates with the depository banks. Processes checks for payment to suppliers, mandatory remittances and other financial obligations. Collects all income generated from services rendered and certifications issued by the NLP.

### **Human Resource Management Section**

The HRM Section is tasked with administering the comprehensive personnel policy and program of the NLP. It is responsible for the recruitment and selection of personnel. It also formulates and implements human resource policies to ensure the recruitment, development, and retention of competent employees needed in the attainment of the mandate and functions of the NLP.

**Records Section** This section is responsible for maintaining the centralized records management of the NLP as well as the dissemination of memoranda and office orders.

**Supply Section** This section is responsible for handling the purchase of supplies, materials and equipment necessary for the maintenance and continual improvement of the NLP. It is also in charge with the processing of requests for the replenishment of supplies and procurement of materials and equipment based on the standard procedures and processes.

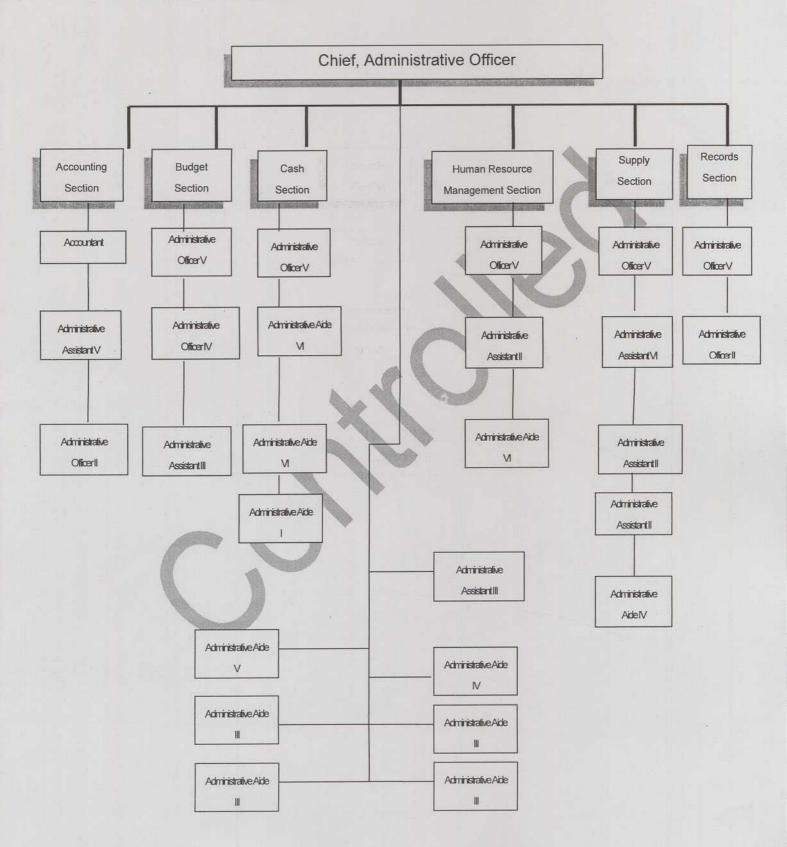


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# II. Organizational Chart





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# III. Job Description

### Chief Administrative Officer

- Directs and supervises finance and administrative functions such as personnel management, records administration, supply management, budgeting and accounting services, building maintenance, and security services;
- Executes all orders and directives of the Director/Officer-incharge and other superior officials;
- Assist the Director in implementing vital and key projects;
- > Advises the Director in all finance and administrative matters;
- > Signs vouchers and obligation requests;
- Does other related tasks as assigned by the superior.

### Accountant III

- Under general supervision, directs and supervises the accounting activities of the office;
- > Gives technical advice to the head of the office in financial and budgetary matters;
- Implements administrative and financial policies as to control of allotments, expenditures and collections;
- Assist in the preparation of budget estimates and attend budget hearing;
- Prepares and submits statements on the financial status of the office:
- Certify to availability of funds and/or allotments;
- Signs accounting documents and statements;
- > Plans distribution of work among subordination;
- Prepares and signs correspondences;
- Gives instructions and guidance in work methods and procedure;
- And is responsible for discipline and efficiency of personnel;
- And does related work.



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## Administrative Officer V (Budget Officer)

- Supervises the preparation of the annual & supplemental and special budgets of the office and prepares the supporting justification for such proposal;
- Develops budgetary policies and programs for approval of the director;
- prepares the budgetary requirements of the Agency on the basis of the policies and programs adopted;
- Submits the estimate of income of the Office; supervises and coordinates the activities of the budget and fiscal staff of the Agency;
- Take charge of the control and allocation of funds;
- > Studies and analyses the monthly progress report of operations, noting the significant deviations on goals previously established by the office of the Information of the Director;
- > Prepares forms, orders and circular relative to budget and financial matters;
- > Supervises the preparation of the necessary budget reports and related statements;
- > Attends budget technical hearings with the Director;
- Provides guidelines to division heads for the preparations of their budget for their respective Divisions.

# Administrative Officer V (Cashier)

- Prepares check for salaries and other payments of the agency;
- received payment of bills, rentals, and other miscellaneous obligations;
- Receives cash advances for salaries and wages and salaries, overtime services, honorarium and transportation expenses, etc.
- Directs preparation and payments of cash for payroll;
- > Prepares statement of cash accountability;
- Controls disbursements of personal services and maintenance operating expenses daily;



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- Reports all disbursements made out of Personal Services and MOOE
- > Performs other duties assigned by the superior officer.

# Administrative Officer V (HR/Personnel Officer)

- Supervises the preparation of actions on appointments, leaves, transfers, resignations, retirements, salary adjustments, position classification, performance ratings and other personnel benefits;
- > Supervises a staff engaged in personnel benefits -
- Assists the Director in the execution of such duties as the Commissioner of the Civil Service may require in connections with examinations, appointments, promotions and other personnel matters;
- > Evaluates effectiveness of existing personnel programs and recommends modifications therein;
- > Informs employees of Civil Services laws, rules and regulations;
- Submits personnel reports to Civil Service Commission, National Statistics Center;
- > Attends conferences or seminars relative to personnel matters;
- Prepares reports of activities and accomplishments.

# Administrative Officer V (Property Officer)

- Supervises work of a group of personnel engaged in property, procurement, storekeeping and property control activities;
- > determines actual needs of requisitioners;
- Checks requisitions and deliveries of supplies, materials and equipment's;
- Acts as custodian and in primary accountable for supplies and equipment and makes periodical inventories thereof;
- Maintains a record of all accountable properties;
- Checks and participate in the preparation of annual inventory reports; and
- Directs and supervises opening of advertised bids and prepares



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award to lowest bidders;

> Performs other duties assigned by superior officer.

## Administrative officer V (Records Officer)

- Custodian of all records of correspondence passing to the Records Section; Device System of classification and filing of records; Issued certified true copy of correspondence;
- establishes a uniform classification and filing plan for all records of the Office; Supervise the receiving and recording of all office correspondence; directs the activities of the messengerial service;
- Determine what types of records should be retired, retained or place of inactive files and recommends the retirement by burning of records which are no longer necessary;
- > Attends meetings, seminar and/or workshops pertaining to records management;
- Performs such other duties that may be assigned to her by her superior from time to time in the interest of the service.

## Administrative Officer IV

- Assist the Budget Officer in the preparation of the budget proposals of the institution;
- During budget execution is responsible for the recording, maintaining, and updating the balance of allotment of NLP. Thus, efficient allocation of funds by PAP and by object of expense is being supervise
- Prepares the prior year actual obligations and current year appropriations of the TNL, by allotment class and by appropriation source, as input to the Budget Proposal;
- > Monitors and controls fund allocation for locally funded projects;
- Prepares monthly Statement of Allotment Obligations and Balances (SAOB);
- Prepares Quarterly Financial Report of Operations;



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- Acts as alternate signatory for official documents to be sent to DBM and other government agencies in the absence of the Budget Officer as per Office Order # 57;
- Prepares Annual Detailed Breakdown of Obligations to be submitted to COA;
- Attends annual budget forum and technical budget hearing in DBM and sometimes Budget Hearing in Senate and House of Representative;
- Does other related duties and responsibilities as instructed by higher authorities

### Administrative Officer II

- Assists the Chief Administrative Officer in supervising and coordinating the Administrative functions such as records, personnel, supply, accounting, budget, security, janitorial services and building maintenance;
- > Prepares replies to various queries;
- Assists in the implementation of orders and directives of the Director:
- > Reviews and initials vouchers, payrolls, checks for payments before they are signed by the Chief Administrative Office and;
- > Performs other duties as may be assigned.

### Administrative Officer II

- > Assists the Administrative Officer V;
- Prepares remittances for GSIS, Pag-Ibig and Phil Health;
- > Prepares certification of GSIS premiums;
- > Records individual remittances;
- Prepares Obligations Request for GSIS, Phil Health, and Pagibig remittances;
- > Performs other duties as may be assign.



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# Administrative Assistant VI

- ➤ Encodes and posts Notice of requirements for office supplies, equipment's and other materials in the Philgeps for a computerized procurement process;
- designated assistant to the Property and Supply Officer under Office order No. 62 to undertake tasks related to computerization of records of all office property;
- Updates the monitors Documents Request List of a Procurement system to ensure bidders are listed in the system for posting of Notice of Awards;
- As member of the BAC Committee examines the technical components of the bids to determine whether all required documents are submitted and evaluates the financial proposals for public bidding;
- > Handles petty cash Fund for emergency purchases of the Office;
- Prepares Abstract of Canvass and Purchase order for office supplies, equipment and other materials to be purchase by the office;
- Prepares Purchase Request, requisition and Issue Slip for purchased materials of the Division concerned;
- Canvasses and purchase office supplies and other materials requested by different Divisions;
- Prepares Disbursements report for replenishment of Petty cash
- > Performs other duties that may be assigned from time to time.

#### Administrative Assistant V

- Prepares journal entry vouchers, cash reconciliation journal, cash disbursement journal and checks;
- Supervises the bookkeeping work of accounting clerks;
- > Liquidates and files cash advances and paid vouchers;
- Pre-audit papers (pre-payment papers, reports and certificate of remittances);



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- Acts as alternate signatory for official documents in the absence of the Accountant as per Office Order No. 146 (Sept. 7, 2004);
- Posts financial transactions from the book of original entry to the general ledger;
- Prepares treasury account bond of different disbursing officers;
- Reconciles treasury account (current and book balances);
- Keeps the book of original entry;
- > Prepares correspondence in bookkeeping matters;
- > Performs other duties as may be assigned by superior.

### Administrative Assistant III

- Assist the Budget Officer in the technical preparation of the budget estimates of the Agency;
- > Prepares the Agency monthly report of the operation and monthly report of income;
- Helps in the preparation of plan, estimates, allotment request and budget reports for submission to the Budget Department;
- Assist in preparing for the budget hearings, budget request and budget justifications;
- Assists the Budget Officer instruct agency budget staffs technique of budget formulation and execution;
- Attends annual budget forum and technical budget hearing in DBM;
- Attends to queries of the Directors Office as to status and availability of funds in the absence of the Budget Officer;
- Performs related works that may be assign by the Chief from time to time.

### Administrative Assistant III

- Under general supervision, plans, assigns and directs the work of a group of electricians and helpers in the installation, maintenance and repair of various types of electrical equipment;
- > Assumes responsibility for work assignment, procedures,



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methods and production;

- > Interprets blueprints, sketches or verbal orders;
- > Makes spot checking of subordinates, work to ensure quality and quantity;
- Makes safety instruction to subordinates, requisitions necessary materials, inspect equipment preparatory to regular operation;
- > Keeps the production and other records;
- > Supervises the operation and maintenance of an electric machine/equipment and;
- Does related work.

### Administrative Assistant II

- Gives technical assistance in the input/output procedures to staff members:
- > Edits printouts for the master file;
- > Updates the data bases:
- > Fulfills administrative reporting requirements and;
- > Performs other duties as maybe assign from time to time.

### Administrative Assistant II

- Acts as an official canvasser/ buyer of the office;
- Assists in the preparation of PR, RIS, and abstract of canvassed
   in compliance with SOP of the Property Section;
- Takes charge all Insurance Contract of the National library properties with the Government Service Insurance System (GSIS) and Land Transportation Office (LTO);
- Acts as an alternate Liaison Officer to Government Service Insurance System (GSIS)
- Assists the timekeeper in the computation of leave credits of National Library employees (case to case basis);
- Assists in conducting annual physical inventory of the National Library properties as required by Commission on Audit (COA);
- > Does related works that may be assigned by the Head of Office



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and Chief of the Division from time to time;

#### Administrative Aide VI

- Prepares vouchers for payment to various creditors;
- Assists in the preparation of accounting reports;
- Conducts inspection of purchased books and supplies;
- Does other related task as assigned by the superior.

#### Administrative Aide VI

- Canvasses and buys office, photographic supplies and other common supplies and equipment;
- > Reviews specification for requisitions submitted;
- Checks canvass sheets;
- Prepares purchase orders;
- Keeps prices reductions;
- > Inspects, verifies and orders for supplies and equipment's;
- > Performs other duties as maybe assign from time to time.

#### Administrative Aide VI

- Prepares checks for salaries and other payments of the Office;
- > Prepares reports of checks issued and cancelled;
- Prepares payments of salaries paid by vouchers;
- Computes all deductions from all salaries paid by vouchers;
- Makes report of all disbursements made out of personnel services and maintenance operating expenses allotment;
- Controls disbursements of personnel services;
- Maintains daily operating expenses and;
- Performs other duties as assigned by the Chief.

### Administrative Aide V

- Drives National Library vehicles for NLP official and employees on official business:
- Checks the maintenance and cleanliness of all National Library



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vehicles;

- Delivers and pick-up official documents and letters from other government and private offices;
  - a. Receives, weights, and records all documents from different Divisions for mailing;
  - b. Delivers materials to be mail to the Manila Central Post Office;
  - c. Receives and pick-up all mailed documents from Manila Post Office:
  - d. Delivers and distributes all mailed documents from Manila Post Office.
- Performs other duties that may be assigning from time to time by immediate superior and does related works.

#### Administrative Aide IV

- > Issues official receipts to National Library clients;
- Prepares statement of remittances of Philhealth;
- > Prepares daily and monthly report of collections;
- > Assists in preparing pay envelopes for various employees;
- Maintains the record of GSIS/Philhealth remittances;
- Does other related tasks as assigned by immediate superior.

## Administrative Aide IV

- Under general supervision, repairs, adjusts and overhauls gasoline and diesel engines and all types of automotive equipment:
- Repairs, cleans and adjusts carburetor, ignition distributors, fuel pumps and oil filters;
- Checks, removes reeling's and adjusts wheels, clutch and brake assembly;
- Replaces brake linings, grease seals, hydraulic brake cylinders



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and similar worn pats;

- > Conducts trouble shooting of breakdown of units on the road;
- > Makes emergency motor repairs and;
- Does related work as may be assigned by the Chief from time to time.

### Administrative Aide III

- Delivers communications to different government agencies;
- > Sorts, arranges and files official documents/communications;
- Logs incoming and outgoing communication and delivers to different divisions;
- Assists in answering phone calls;
- Photocopies communications, books, documents, speeches, for conferences and workshops;
- Collates and indexes memorandum and office order;
- Acts as Liaison Officer to the Department of Foreign Affairs and Department of Tourism;
- > Serves food for visitors and during meeting etc. and;
- Performs works assigned by the Director and Assistant Director.

#### Administrative Aide III

- Encodes, sorts, indexes, files correspondence;
- Checks and verifies information on forms and other records;
- > Fills out form letters and routine endorsements;
- Makes physical inventory;
- > Labels book of accounts
- Performs simple computations and;
- Performs other duties as may be assigned.

### Administrative Aide III

- Cuts, erects and installs framing floor joints, rafters and similar wooden structural members;
- > Interprets simple plans and fabricates and installs window



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frames, gashes doors, door frames, etc.;

Manufactures and repairs plan, office furniture and does related work.

#### Administrative Aide II

- Reports defective or out-f order plumbing fixture, electrical installation, broken and windows, etc.;
- Performs minor repair and adjust plumbing, water lines, electrical wirings and equipment;
- Assists in the inspection of the building, equipment facilities and surroundings areas;
- Assists in the operation of the water pump and other electrical gadgets in the engine room;
- > Assists in the maintenance of the grounds, garden, gutters, down spot; and
- > And does related work.

### Administrative Aide I

- > Arranges furniture's and equipment's in the reading areas;
- Helps in shelving books;
- Sorts and bundles books for binding;
- > Helps maintain cleanliness in the divisions
- And does related work that may be assigned from time to time.

### Administrative Aide I

- Unloads materials and supplies intended for the Office;
- > Delivers office order and memoranda;
- Does simple carpentry work;
- Operates the elevator;
- Assists the electrician and;
- Does other related task as assigned by immediate supervisor.



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### IV. Products and Services

### A. Products

## **Accounting Section**

- > Trial Balance
- > General Ledger
- > General Journal
- > Cash Receipts Journal (Regular & Trust)
- Check/Cash Disbursement Journal (Regular & Trust Account)
- > Journal Entry Voucher
- > Alpha List (BIR) Monthly/Quarterly/Annually
- > Electronic Filing Payment System

# **Budget Section**

- > FAR 1
- FAR 1A
- ➤ BED 1,2 & 3
- > BAR 1
- > Budget Proposal
- Briefing Folios

### Cash Section

- > Report of Collection and Deposit (Monthly & Daily)
- List of Due and Demandable Accounts Payable
- Report of Checks Issued
- > Cash Receipt Record (Regular, Refund)

# **Human Resource Management Section**

- > Notice of Salary Adjustment
- > Notice of Step Increment
- Certificate of Employment
- > Payroll



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### **Records Section**

- > Original File
- > Service Record
- > Mails

## **Supply Section**

- > Inventory of Property Plant and Equipment
- > Inventory of Custodian Slip
- > Property Acknowledgment Receipt
- > Disposal of Unserviceable Equipment
- ➢ GSIS Insurance of NLP Vehicles, Equipment, Building and Rare Books

### Maintenance

> Repair

#### B. Services

# **Accounting Section**

- > GSIS, PAG-Ibig, PhilHealth Remittances
- Certificate of Creditable of Final tax withheld at Source
- > Certificate of Creditable Tax Withheld At Source

### **Budget Section**

- > Budget Clearance Issuance
- Obligated OBRs/POs/MOAs/Contracts

### Cash Section

- Issuing of Official Receipts to clients (Copyright, ISBN, ISMN, ISSSN, Microfilm, Scanning, Certified True Copy, Certification, Recordal and other fees)
- > Issuing Checks (Supplier and Employees)
- Issuing LDDAP to supplier with the corresponding receipt



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# **Human Resource Management Section**

- > Staff Development Plan
- > Loan (Land bank, GSIS, PAG-Ibig)
- > Timekeeping
- > Safekeeping of 201 files

### **Records Section**

- > Photocopy of MOA
- Distribution/Circulation of Office Order and Memorandum Order
- Mailing
- > Issuance of Service Record

## Supply Section

- Canvass
- > Posting to Philgeps
- > Distribution of Supplies
- > Purchase Order
- Petty Cash

#### Maintenance

Maintenance

### V. Policies

The Finance and Administrative Division (FAD) is prescribed to adopt the policies and guidelines of the prescribed Government Accounting Manual for National Government Agencies (Volume I) per Circular No. 2015-007 dated October 22, 2015.



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### VI. Processes and Procedures

#### A. Process

### **Accounting Section**

As to Disbursement Voucher Package, the following steps shall be followed:

1. Upon receipt of the *Disbursement Voucher Package* from end user for the processing of payment, the staff shall check the completeness of signatures.

If the required supporting documents are complete (based on the checklist) and authorized signatories approved the voucher, the staff shall process the voucher.

If incomplete, accounting staff shall return the voucher to the end user and advise the end-user to complete the necessary documentary requirements for processing of payment.

Once approved by the approving authority, the accounting staff shall upload the necessary input to the Electronic Modified Disbursement System (EMDS) notifying the bank of the validity of transaction.

Pre-numbered LDDAP-ADA, checks and ACIC are now ready for print outs.

2. As to vouchers accompanied with supporting documents stamped "PAID", the process is as follows:

LDDAP-ADA and checks issued for a particular date are enumerated in a journal entry summary list until finally summarized in the *Journal Entry Voucher (JEV)*. Daily reports of collections are likewise covered by JEV for purpose of recording.

After preparing all the Journal Entry Vouchers, accounting journals are now prepared. Various collections are recorded in the Cash Journal or other Cash Receipts Journals while Disbursements Voucher are recorded in the various Disbursements Journal such as ADA Disbursement Journal and Check Disbursement.

After recording the transactions in the journal, the various Unified Account Code Structure (UACS) are posted to the General Ledger.



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After posting to the General Ledger, a Trial Balance can now be prepared.

From the Trail Balance, we can now generate the various financial statements.

## **Budget Section**

### 1. Preparation

- In coordination with the designated Planning Officer, conduct a Planning Session to establish Agency thrust/priorities for the coming year.
- Upon receipt of the budget call issue a memo to chiefs of divisions to prepare and submit their budget proposal;
- Coordinate with the planning committee to consolidate, confirm and rank/prioritize proposals of delivery units;
- > Presentation of proposal to the Director for approval;
- Submit/encode the approved proposal and other documentary requirements to DBM's Online Submission of Budget Proposals or OSBP:
- Presentation and defense of the Agency proposal in the Technical Budget Hearing conducted by DBM;
- DBM confirmation of approved budget proposal (NEP Levels);
- Submission of the Agency (approved) budget proposal and other documentary requirements to both houses of Congress;
- Presentation and defense of the proposal before both houses of Congress (Congressional (budget hearings);
- Confirmation/approval of the Agency proposal by both houses of Congress.

### 2. Execution

- Provide the Chiefs of Divisions of a detailed breakdown of their budget (NEP levels) for their preparation and submission of their PPMP.
- Upon approval of the Agency budget notify Chiefs of Division of changes/modification on their budget (if any) and adjust their PPMP accordingly;
- > Verify and confirm submitted PPMPs as per approved budget;



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- Prepare and submit/encode thru DBM's URS Budget execution documents (BEDs);
- > Certify to the availability of allotment OBRs prepared by delivery units:
- Upon approval of the Office of the Director, prepare the realignment of funds for unprogramed activities requested by chiefs of divisions;
- Record and post approved OBRs and realignments in the registry of allotments, obligations, and disbursements (RAOD);

### 3. Accountability

- Prepare an analysis workbook of quarterly physical report of operations of delivery units for encoding in DBM's URS;
- Prepare a quarterly worksheet analysis workbook for obligations incurred (current & continuing appropriations) including realignments/adjustments for encoding in DBM's URS;
- Submit printed copies of (system generated) budget and financial accountability reports (BFARs) to DBM, House of Representatives, SENATE and COA Accountancy Office.

### Cash Section

Various Fees

RA 8293 Section 229

1. Copyright - Php200.00

Administrative Order No. 31 dated October 1, 2012

- 2. ISBN/ISSN/ISMN Php120.00
- 3. Certified True Copy/Recordal Php100.00
- 4. Microfilm/Computer Prints Php7.00/5.00



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#### Collection

- 1. No payment of any nature shall be received by a collecting officer without immediately issuing an official receipt in acknowledgement hereof.
- Special collecting officer shall remit their collections to the cashier and the
  cashier will deposit intact his/her national collections with the Authorized
  Government Depository Bank (AGDB), the Landbank Intramuros, for the
  account of the Treasurer of the Philippines daily. Collections for the day
  shall be deposited the following.

The remittance advice may be in form of cash money order drawn against other banks. The depository bank shall in turn, validate the remittance advice after verifying the sum totals of the cash items deposited by the depositor with the totals appearing in the remittance advice.

- 3. Reports of collections are prepared daily and are submitted to the Accounting Section the following day. Monthly report of collections and deposits are prepared and are submitted to the Bureau of the Treasury on or before the 10th of the following month.
- 4. Cash Receipts Records (CRR) shall be maintained monthly.

### Disbursements:

- 1. All payments must be in the form of checks and LDDAP. Only payment in small amounts may be made through the petty cash fund. Replenishment of the cash fund shall be equal to the total amount of expenditures made thereon.
- 2. Checks/LDDAP shall be prepared only on duly approved Disbursement Voucher (DV).
- 3. Before releasing a check, there must be a corresponding official receipt to be issued by the creditor.
- Reports of Checks Issued and LDDAP Issued are prepared daily and are submitted to the Accounting Section.
- 5. Salaries and allowances of NLP employees are paid weekly while the contracted workers are paid semi-monthly. Representation and Transportation Allowance (R.A.T.A.) of officers are paid monthly. These are paid thru Automatic Transfer Machine (ATM) of Landbank-Intramuros. Other payments are paid thru cash advances.



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- Liquidation of cash advances for personal services, contracted services and miscellaneous expenses are prepared and are submitted to the Accounting Section before another cash advance shall be prepared.
- 7. Encashment of MDS checks at the Landbank of the Philippines- Intramuros shall be one day or 24 hours after delivery of Advice at LBP.

CDR for personal services, contract of services and miscellaneous expenses.

Preparation of certificate or statement of remittances for PhilHealth and GSIS loans and other GSIS premiums.

An employee must submit his/her Photocopy of salary or policy loan voucher issued by the GSIS as a basis for issuing his certification or statement of remittances.

# **Human Resource Management Section**

Administers comprehensive personnel policy and program of the office. Handles the recruitment, selection and placement of employees, learning and development, rewards and recognition.

### On the Job training

- 1. Request letter from university and colleges.
- 2. Approval of the Director.
- 3. Prepares the OJT schedule: OJT Training;
- 4. Checks OJT daily time records;
- 5. Prepares certificate of training.

### Time Keeping

- 1. Printing, sorting and distribution of DTR;
- 2. Checking of DTR and computing tardiness, undertimes and absences;
- 3. Receiving and processing of application for leave;
- 4. Updating and indexing of leave credits earned and deducted;
- Computing and updating of Compensatory Overtime Credits (COC) and Compensatory Time off (CTO);
- 6. Preparing report of undertimes, tardiness and absences without pay;



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- 7. Maintaining and filing of leave application;
- 8. Verification and signing of DTR's.

## Payroll Preparation -

- Checking of increase in salary (Step Increment (NOSI), Merit Increase and Salary Adjustment (NOSA)
- Encode deductions (leave w/out pay (LAWOP), loans and other deductions:
- 3. Prepares payroll register;
- 4. Check and sign payroll;
- 5. Prepares Obligation Request (OBR) and Disbursement Voucher;
- 6. Prepares pay slip.

### Benefits and Claims -

 HR Section handles and prepares all the benefits and claims of employees (GSIS, Landbank and DBM)

## Recruitment, Selection and Promotion of Employees

Recruitment for Job Order and Contract of Service Employees – Division concerned shall forward a request to hire a new CoS or JO to the Office of the Director. Budget Officer will certify for the availability of funds. Upon approval of the Office of the director the division concern shall submit the request to the HR section for processing.

HR Section will pose the needed CoS and JO qualifications. Applicants shall be interviewed by the concerned Division and the same shall forward at least three choices to the Office of the Director. The Director may choose from the pool of nominees. The HR will prepare the contract.

Selection and Promotion of Employees – NLP will use the Civil Service Commission (CSC) Memorandum Circular (MC) 24, s.2017 in hiring and promoting employees.



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### **Records Section**

- 1. The Office of the Director gives the official correspondence or documents to the Records Section.
- 2. The document is then numbered upon receipt, the document shall number accordingly.
- 3. After numbering, the document shall be photocopied.
- 4. The document is then distributed to the concerned officials and employees. The Office of the Director is given a copy of the document.
- After routing, the document is then filed and stored in the Records Section.

Please see attached (Annex A)

## **Supply Section**

# **Phases of Property and Supply Management**

- I. Acquisition/Procurement
- II. Utilization/Custodianship
- III. Disposition/Destruction or Sale
  - I. Acquisition/Procurement Process
    - 1. Process the approved Purchase Request (PR) with cost estimate through the different

# Modes of procurement

- Public Bidding
- Canvass
- Repeat Order
- Direct Contracting
- Negotiated Procurement
- Shopping
- Petty Cash Fund



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## Public Bidding

- a. Posting the PR in the Philippine Government Electronic Procurement System (Philgeps).
- Turn-over the seated price quotations to the Bids and Awards Committee (BAC) resulting from the posted Purchase Request.
- c. Handle the Notice of Award and other supporting documents from BAC.

#### Canvass

- a. Prepare three canvasses from the different suppliers.
- b. Prepare Abstract of Canvass and Award.

# Repeat Order

a. Prepare the Purchase Order (PO) of items for order and inform the supplier/bidder.

### Direct Contracting

a. Request for sole distributorship of the supplies and equipment for purchase as evidence that no other supplier can be deliver the same

# Negotiated Procurement

a. If the bid failed three times, then it will resolve to negotiated procurement of the items for sale.

# Shopping

a. All requests amounting to Php 50,000 below can be produced through shopping.

# Petty Cash Fund

- a. Purchase of supplies, gasoline and other miscellaneous expenses on emergency which cannot be conveniently paid thru check or LDDAP.
- 2. Prepare the Purchase Order (PO).
- 3. Prepare the Obligation Request and Status (ORS).
- Handle the PO approved and signed by the Accountant and the Head of the Procuring Entity.



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- Send through fax or email copy of the Purchase Order to the winning/awarded supplier/bidder for confirmation and signature.
- Receive, check and record the delivery of goods and materials.

## 2. Utilization/Custodianship

- Supervise the delivery of supplies and equipment to the end user by issuing Request Issuance Slip (RIS) or Acknowledgment Receipt for Equipment (ARE).
- 2. Conduct the inventory of supplies, materials and equipment.
- Prepare and submit the report of inventory to COA and Accounting Unit.

# 3. Disposition/Destruction or Sale

- 1. Process the returned unserviceable properties and equipment.
- 2. Prepare the Inventory and Inspection Report (I&IR) of unserviceable properties.
- 3. Recognize the modes of disposal.
- 4. Supervise the disposal.

### **Evaluation of External Providers**

## 1.0. Objectives

To ensure that external provider can provide the products and services that conforms to the requirements of the Agency.

To define the criteria, methods, and controls to be applied to externally provided processes, products and services for the evaluation, selection, and monitoring of performance and re-evaluation.

### 2.0. Scope

This process pertains to evaluation of external providers that provide products/services to the Agency in accordance to RA 9184 Government Procurement Reform Act and its IRR.



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### 3.0. Definition of Terms

- **3.1 External Provider** refers to provider that produces processes, products and services that conforms to requirements, both potential and current accredited external providers.
- **3.2 Accreditation** refers to the process of evaluating and qualifying of potential external providers.
- 3.3 List of Accredited refers to the directory of accredited external providers.
- **3.4 Performance Evaluation** refers to the process of evaluation of current accredited external provider performance in support to NLP operations.

#### 4.0. Process Details

- 4.1 The Supply Section identifies the external provider to be rated. Copy of the External Provider Performance Rating Form (EPPRF) is to be provided by the Head of Supply Section to the end-user as per the evaluation period.
- 4.2 Performance evaluation is conducted after the Purchase Order or service was perfected/completed. EPPRF is finalized and furnished to corresponding external provider, subcontractor, and service provider. If needed, a formal review shall be scheduled to discuss further the performance rating and come up with the action items for improvements by the provider. End-user evaluates the performance in terms of quality of products or services
- 4.3 End-user accomplishes the EPPRF and submits it to the Purchasing In-Charge



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### 4.3.1 RATING COMPOSITION

CRITERIA	RATING			
	4	3	2	1
Delivery Ability to meet delivery schedule	Delivers on the date of PO or earlier	1-3 days delay on delivery schedule	4-6 days delay on the delivery schedule	More than six days delay on the delivery schedule
Quality  Quality of Service/Product	Conforms to specifications specified in the PO, no rejects and returns	1-2% rejects / returns on deliveries	3-5% rejects / returns on deliveries	More than 10% rejects / returns on deliveries
Completeness Sufficient Quantity	Complete delivery	With one to two undelivered items on the agreed delivery schedule	With three to four undelivered items on the agreed delivery schedule	With more than five undelivered items on the agreed delivery schedule
Response to Complaints  Mobility to complaint	With prompt action	Action taken two to three days after Claim Report	Action taken four to five days after Claim Report	No action taken

13 - 16 - Excellent

9 - 12 - Very Satisfactory

5 - 8 - Satisfactory

1-4 - Poor

4.4 The Supply Section In-charge evaluates the external provider's performance in terms of delivery time, completeness of delivery and action to customer claims.



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## **EXTERNAL PROVIDER OVERALL PERFORMANCE RATING:**

- 4.4.1 **EXCELLENT** (13-16) External Provider has system in place and has the capability to produce according to given specification. It is entrusted that the External Provider shall continuously improve and maintain the performance.
- 4.4.2 **VERY SATISFACTORY (9-12)** minor improvements recommended. Purchasing Section Head to work with External Provider for continuous improvements.
- 4.4.3 **SATISFACTORY** (5-8) External Provider has met minimum requirements based on standard. Improvements recommended and Purchasing Head to work with External Provider for continuous improvement.
- 4.4.4 **POOR** (1-4) vendor failed to meet standard. Purchasing Head to determine the degree of failure and effect to the company as a whole. All orders from this point will be monitored closely.
- 4.5 Purchasing staff prepares the External Provider's Performance Rating Report based on the ratings given in the EPPRF and forwards it to the Purchasing In-charge for approval.
  - 4.5.1 External Provider who failed in the performance appraisal is given a month to improve their quality system.
  - 4.5.2 After the given time has lapsed the quality audit team shall perform a quality audit.
  - 4.5.2.1 If the external provider failed in the quality audit, the external provider name shall be removed from the list of Accredited External provided de-listing however shall conform with RA 9184 IRR.
- 4.6 Purchasing staff receives the copy of the approved SPER.
- 4.7 The accomplished External Provider Evaluation results shall be sent to designated external provider via fax or email.

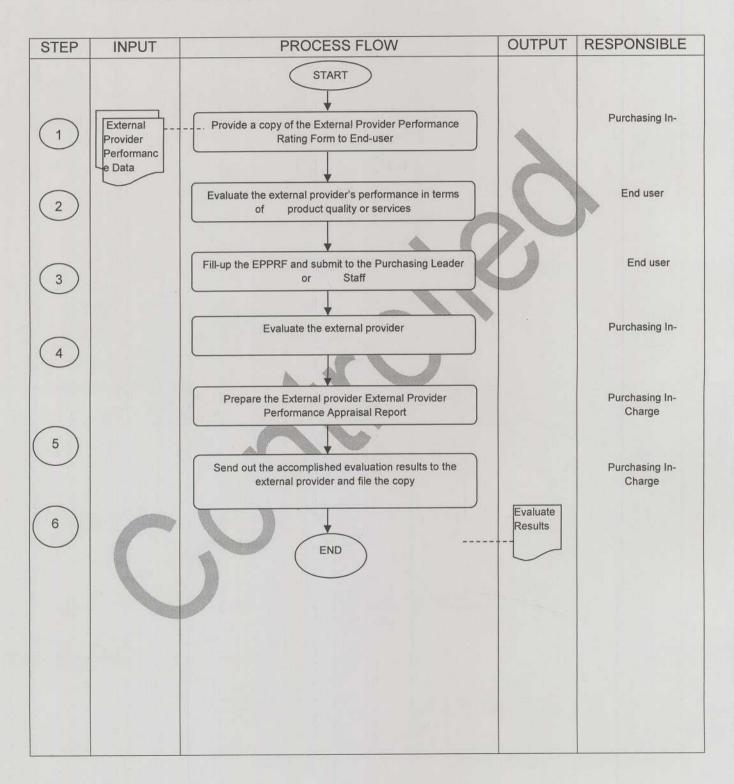


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## 5.0. Process Flow Steps





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### 6.0. Records Retention

6.1 Records generated under this documented information shall be retained for a period of 1 year or as deemed necessary for records retention extension.

### 7.0. Forms and Records

- 7.1 External Provider Performance Rating Form
- 7.2 Corrective Action Request Form
- 7.3 Checklist of Requirements for External Providers

### 8.0 References

- 8.1 NLP Quality Manual
- 8.2 NLP Work Instructions

#### Maintenance

Take charge of the repairs and maintains the building and its facilities.

- 1. Fill out the request form to be signed by the Division Chief as the requesting party.
- 2. Pre-inspect the requested maintenance work.
- If the needed materials are available, the request will be carried out immediately.
- 4. If the needed materials are not available, who will prepare will prepare lists of needed materials.
- 5. The Division concerned shall make the purchase request to be forwarded to the Property Section.
- 6. Upon delivery of the needed materials, the requested work will be carried out.
- 7. Preparatory and Readiness in compliance with the Civil Service Commission (CS) Memorandum Circular No. 10 s. 2020 on the Revised Interim Guidelines for Alternative Work Arrangements and Support mechanism for Workers in the Government during the period of State of Emergency due to Covid-19 Pandemic, the Preparatory and Readiness Committee perform the following prior to the resumption of normal office operations.



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- Disinfection or decontamination activities on NLP Building, facilities and other.
- b. Conduct of health status survey to ensure that all those reporting to the office are in tip-top shape and that no one is exhibiting any of the symptoms of Covid-19 disease.
- c. Modification of the workplace layout to ensure observance of physical distancing requirements of those who will be reporting to the office.

#### **Security Services**

The security agency shall provide the following personnel to maintain peace and order; to protect the property, personnel, clients and guests within the NLP premises and immediate vicinity from theft, pilferage, robbery, arson, vandalism, an/or other unlawful acts;

a) Eleven (11) security guards on a daily eight-hour-shift, and two(2) security supervisors on a daily rotating twelve-hour shift in the designated premises of the National Library;

The security agency shall be properly represented in any investigation that will be conducted by NLP where the responsibility of the former to the latter will be conducted by NLP where the responsibility of the former to the latter as herein stipulated is the subject of investigation. If after formal investigation is conducted by NLP, it is established that the loss or damage incurred by NLP is attributed solely to the fault or negligence of the guards during their tour of duty, the security agency shall indemnity or pay for such loss or damage; Provided, however, that the security agency shall not be liable when the loss or damage is due to force majeure or to fortuitous event; or reported by NLP to the security agency more than one week after it occurred in the premises, offices, buildings not under the supervision and control of the guards. In case the security agency is made to pay for such loss or damage after due investigation, the security agency shall be subrogated to the rights of NLP against the party or parties responsible for such loss or damage;

The security guards so assigned shall render satisfactorily services from Mondays thru Sundays. The security services shall provide relievers of replacements in case of absences of any of the assigned security guards and provide for his authorized representative to exercise closed supervision to assigned security guards to endure continuous and uninterrupted services;



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The security agency shall submit to the Office of the Chief, Finance and Administrative Division a weekly report of the daily activities and accomplishment of the thirteen (13) security guards to keep the Chief informed of what is happening in the NLP premises.

The NLP has the right to terminate the contract at any time before the expiration of the agreement on reasonable ground such as unsatisfactorily service and performance of the security guards of the security agency or violation of any of the terms and conditions of the agreement by giving the security agency thirty (30) day notice in writing.

The security guards shall check all the incoming visitor/s, student/s and researcher/s that shall pass the main entrance lobby and Antonio M. Santos Hall lobby. Upon checking and proper verifications the visitor/s shall be given a visitors pass in return for leaving their identification card. The student/s and researcher/s shall leave their belongings to the cloak room (valued things shall bring with them). When the pandemic occur, security guards shall check the temperature of the employees or visitors that shall enter NLP building. If the temperature is above the normal, the employee or visitor are not allowed to enter the NLP premises.

#### **Janitorial Services**

The janitorial services shall maintain the cleanliness and orderliness of the National Library premises.

Janitors are expected to perform their duties with minimal supervision. Their duties include the following:

- Maintain the cleanliness and orderliness of the NLP premises such as the lobby, offices, comfort rooms, etc.,
- Perform housekeeping activities every Saturday,
- Perform other duties as assigned by the Division Heads

There are a total of 15 janitorial staff, 3 females and 12 males.

During the pandemic, the janitorial services are instructed to clean and disinfect the workstations, reading areas, restrooms and the lobby or common areas. The schedule for deep disinfection is every Saturday when there are no longer employees in the office.

(Please see Annex B)



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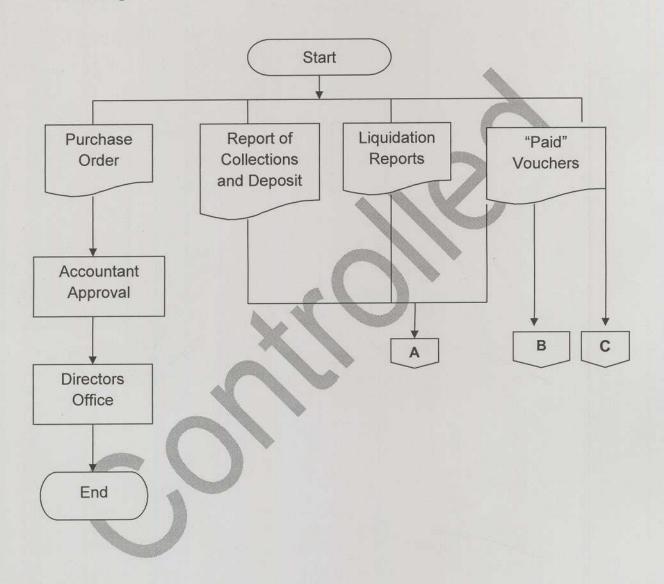
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#### B. Procedure

Workflow - Accounting Section

Receiving





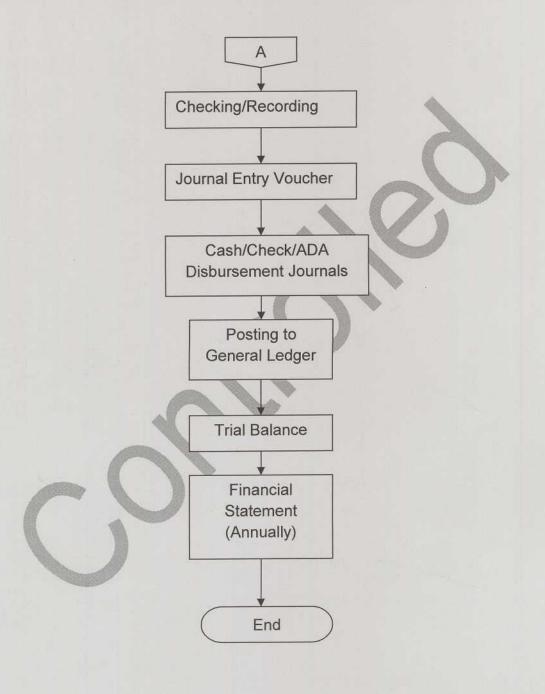
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Workflow - Accounting Section

Reporting





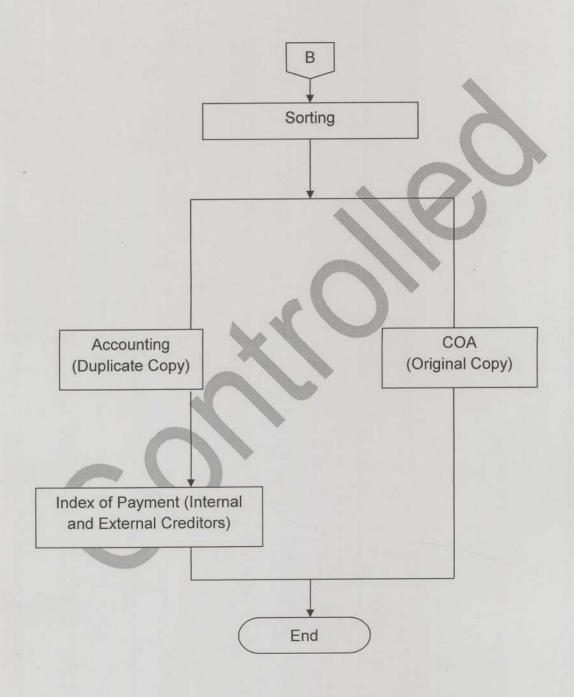
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Workflow - Accounting Section

Segregation





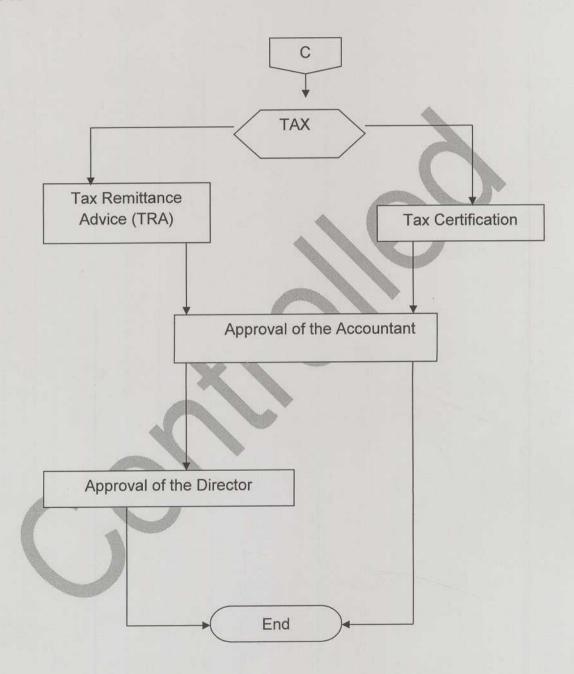
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Workflow - Accounting Section

TAX





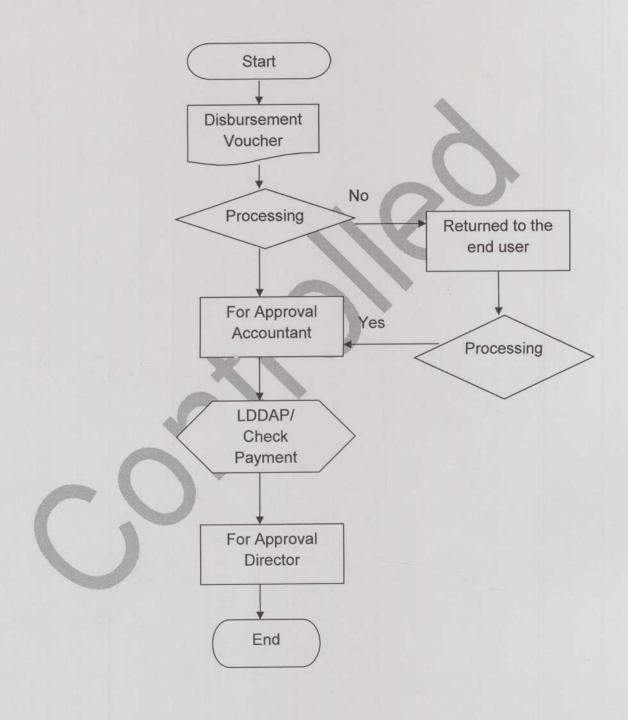
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Workflow - Accounting Section

**Disbursement Voucher** 



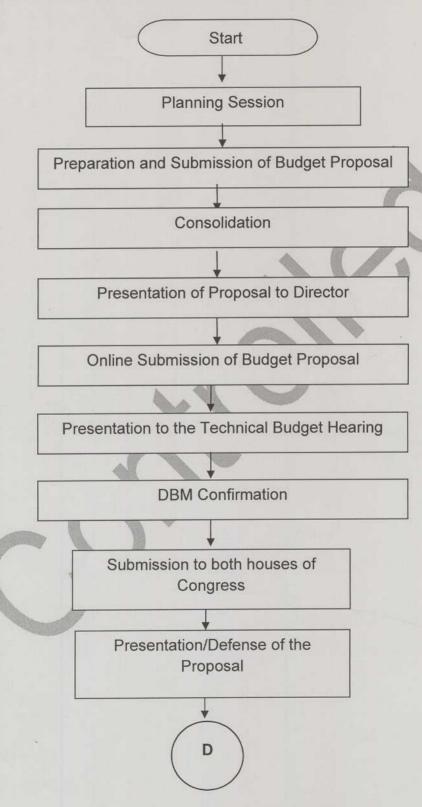


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### Workflow - Budget Section

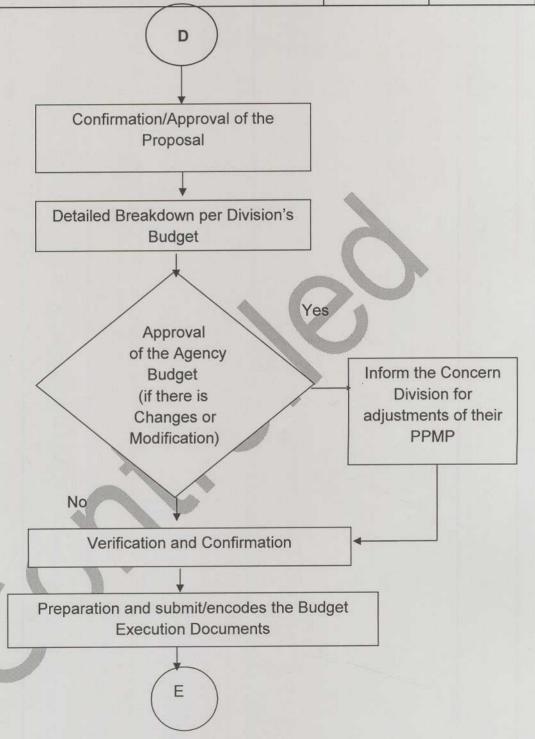




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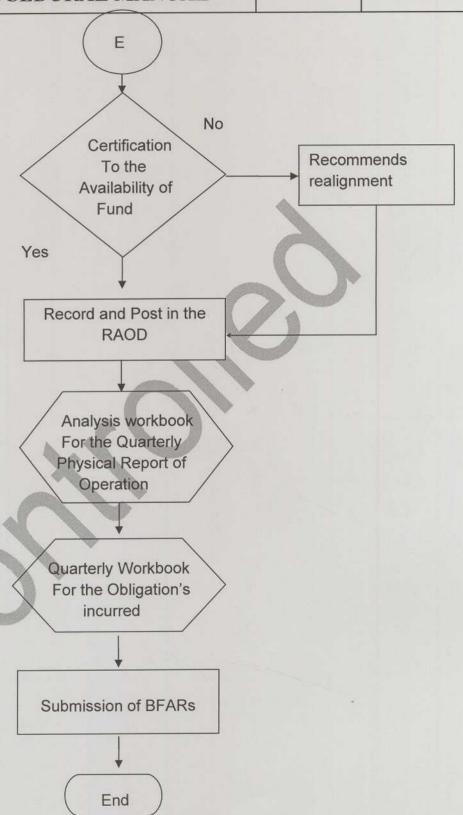




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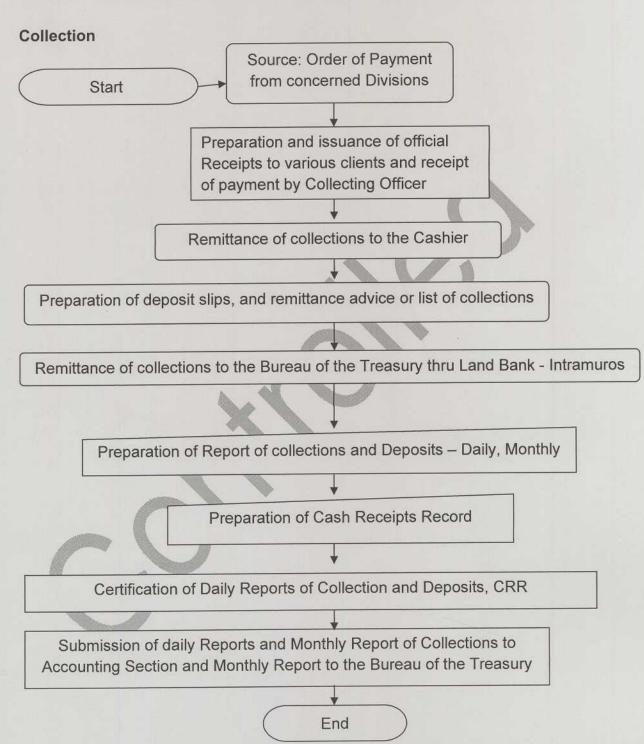


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#### Workflow - Cash Section





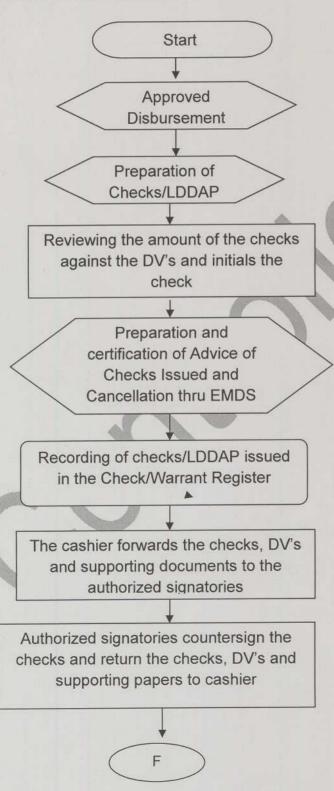
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Workflow - Cash Section

#### Disbursement - RCI & LDDAP

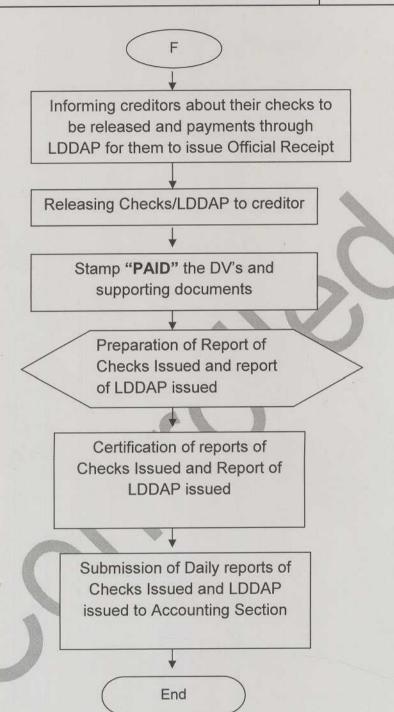




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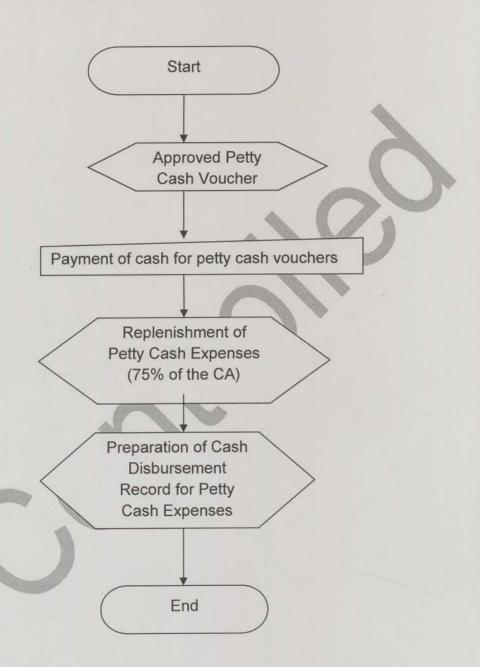
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Workflow - Cash Section

**Disbursement - Petty Cash Fund** 





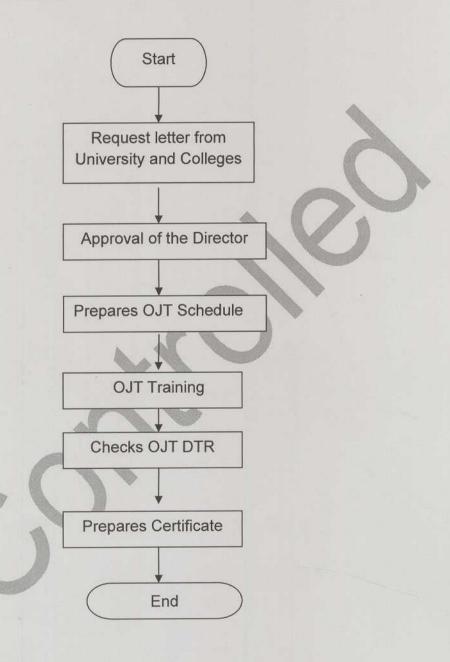
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Workflow - Human Resource Management Section

On the Job Training





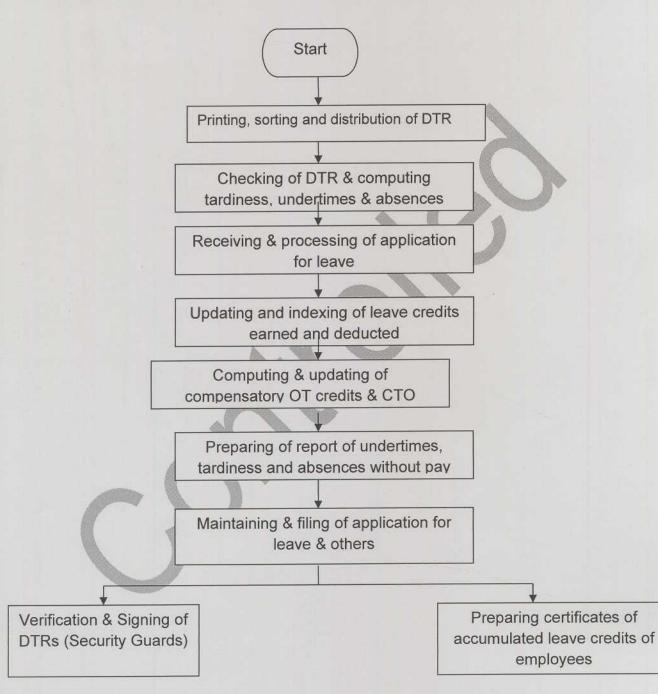
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Workflow - Human Resource Management Section

**Timekeeping** 





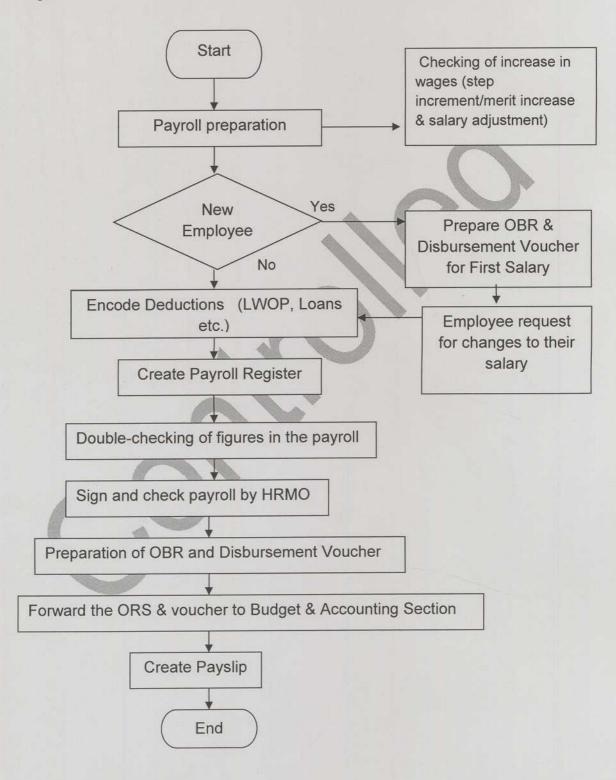
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Workflow - Human Resource Management Section

#### **Payroll**



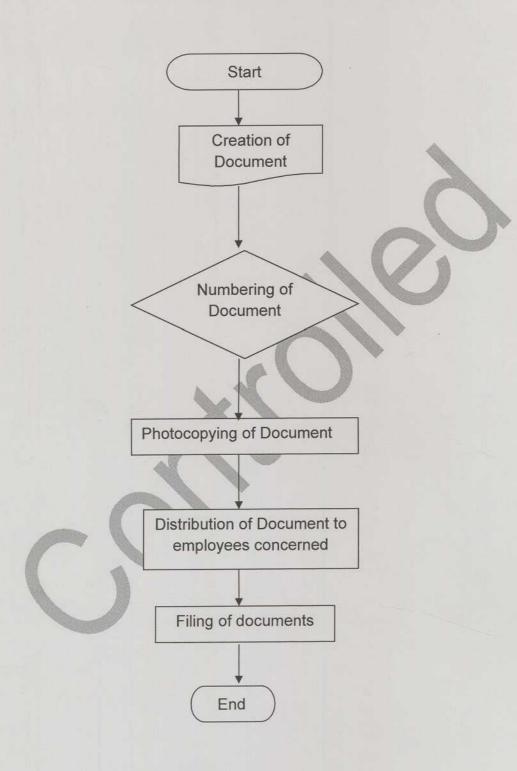


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Workflow - Records Section





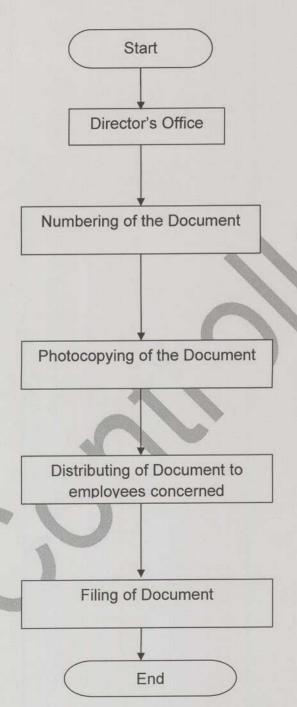
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#### Workflow - Records Section

#### **Document**





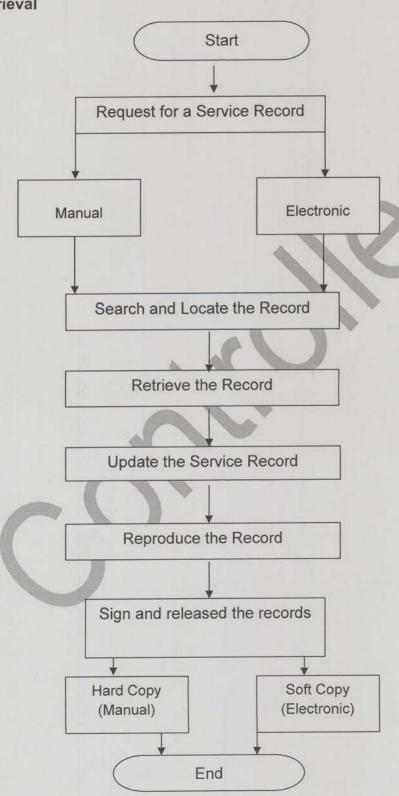
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#### Workflow - Records Section

#### Retrieval





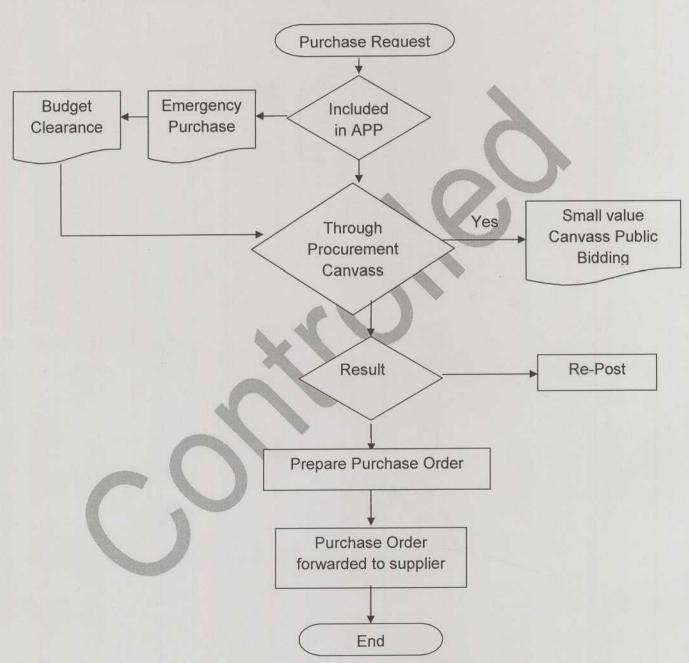
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Workflow - Supply Section

Acquisition/Procurement





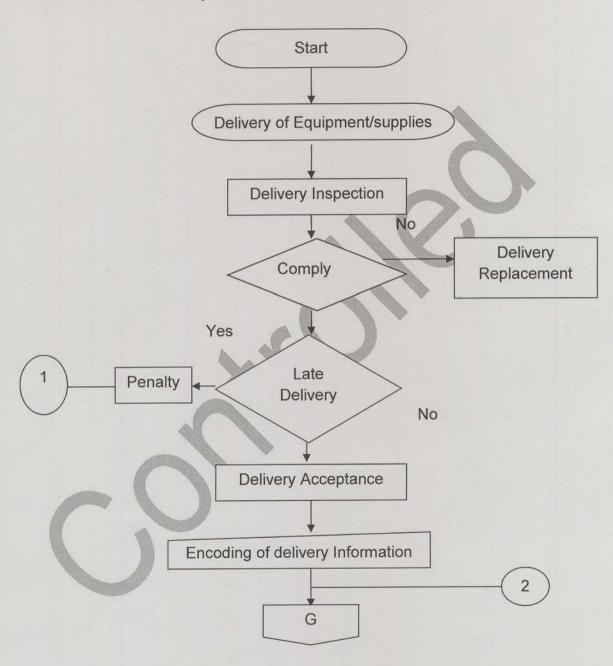
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Workflow - Supply Section

**Utilization/Custodianship** 

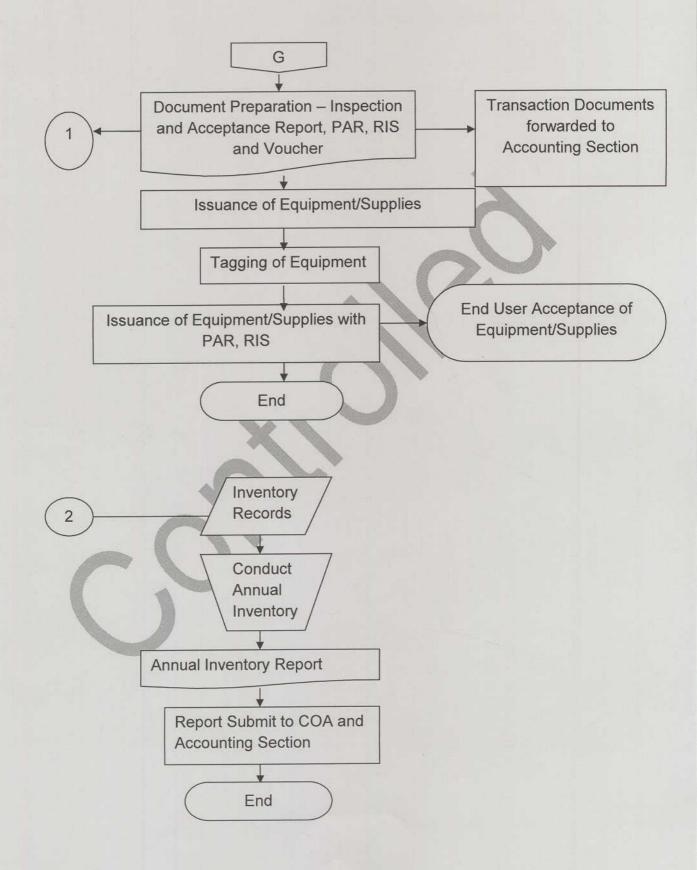




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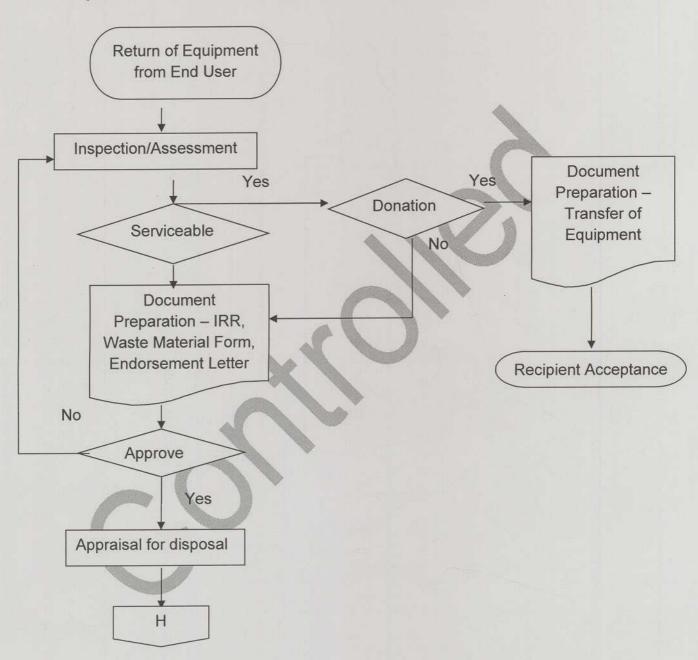
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Workflow - Supply Section

Disposition/Destruction or Sale

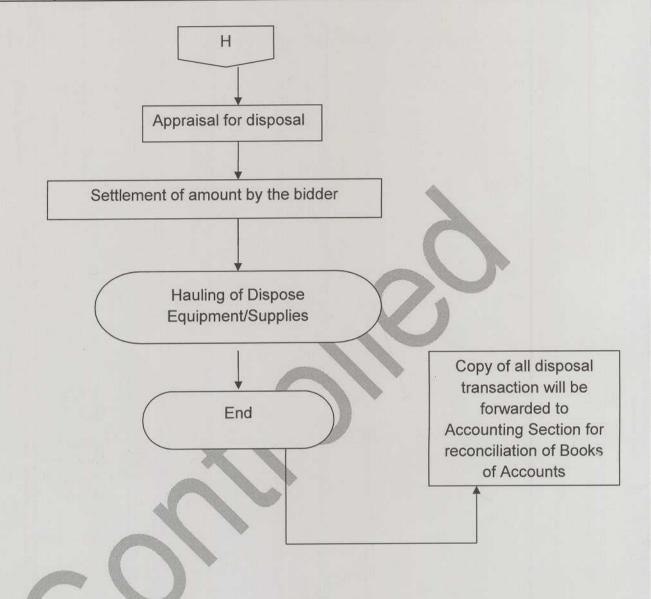




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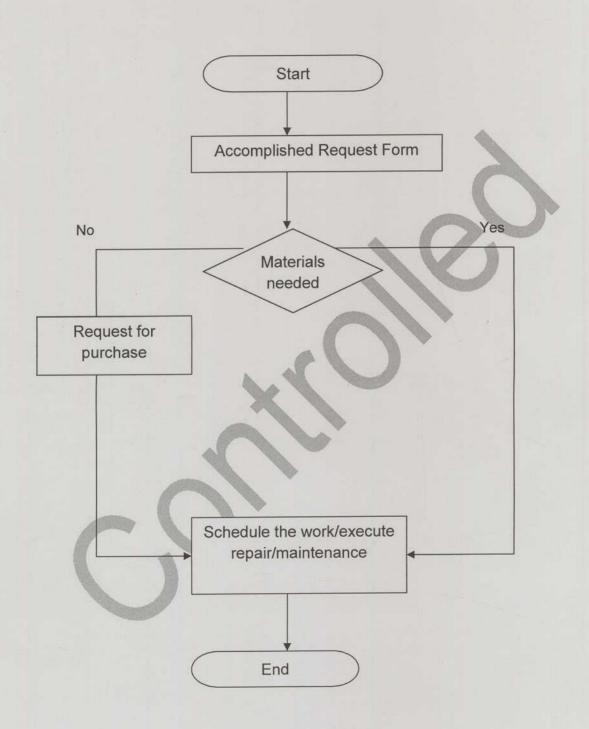


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Workflow - Maintenance



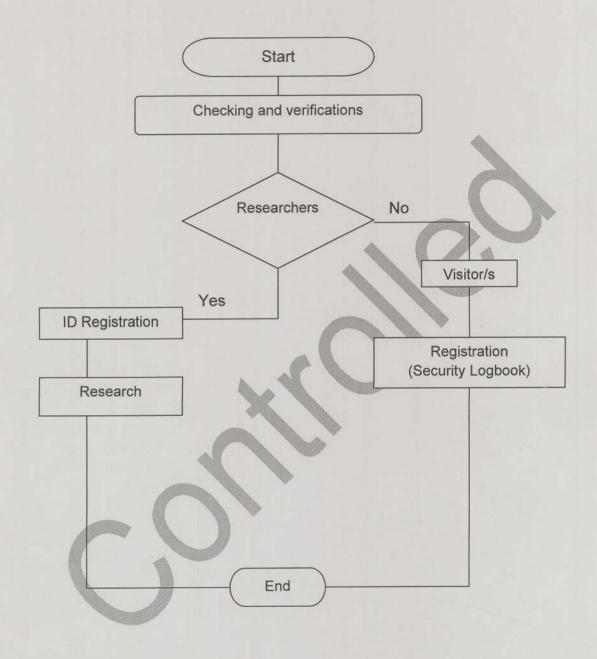


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### **Security Services**





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Annex A

#### VI. RECORDS MANAGEMENT MANUAL

#### I. INTRODUCTION

The National Library of the Philippines Records Section Manual is a compilation of the policies and procedures of the Records Section under the Finance & Administrative Division. Its primary objective is to provide administrative support to the management and staff of the library. It also ensures the receipt, recording and distribution of official correspondence and documents; safekeeping, preservation and retrieval of records and files of operational, legal and historical value; and the disposition of files and records according to existing laws and policies; through the establishment and maintenance of and effective and efficient records management system.

The Records Section specifically handle the proper recording and filing of incoming and outgoing correspondence, and other documents, the maintenance of a complete and updated records retention and disposition schedule, provides services relative to the mailing and delivery of correspondence and other functions relative to records management.

The service record can be prepared by initially filing-up the request form. After searching, locating and retrieving the pertinent documents, a request for leave without pay is then submitted to the HR. The Records Officer will update, reproduce and sign the document and it will then be released. Electronic requests can also be made thru email. The same process is undertaken, but the soft copy will be sent thru email.

In consonance/consequence of the Covid-19 pandemic, this disrupted the physical reporting to the office or made face to face work schedule/scheme impractical and unsafe. The Director's Office is the one responsible in sending the Office Orders/Memo to the Division Chiefs.



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#### II. TERMS, DEFINITIONS AND ABBREVIATIONS

For the purpose of the manual, the following terms and definitions shall apply;

ACCESS - refers to the granting of permission to the files

ACTIVE RECORD - records that are referred to on a frequent basis

ARCHIVES – refer to public records, papers, periodicals, books or other items, articles or materials, whether; in the form of electronic, audiovisual or print which by their nature and characteristics have enduring value that have been selected for permanent preservation

**BUSINESS FUNCTIONS** – functions of an office/unit that specifically relate to the specific mandate.

FILE CLASSIFICATION SCHEME – refers to a systematic arrangement of subjects according to a plan as an aid in classifying file materials. A list of subject area identification codes intended for use in filing and identifying retentions for NLP owned records.

**DISPOSITION** – refers to a systematic transfer of non-current records from office to storage area, identification and preservation of archival records and the destruction of valueless records.

**DOCUMENT** – 1) Recorded information regardless of medium or characteristics. The term is frequently used interchangeably with the word record; 2) A single record item (letter, memorandum, form or report) consisting of one or more pages.

**EVIDENTIAL VALUE** – value of those records of an organization that are necessary to provide legal, authentic and adequate documentation of its structure, functions, operations and performance.

**FILE** – refers to 1) a folder containing records; 2) a collection of records involving a specific name or topic; 3) a class of records in a separate group of series of file drawers; or 4) the operation involved in arranging records in systematic order.



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**FILE PLAN** – refers to 1) A logical order of documents or files; 2) an arrangement or scheme by which documents may be stored, retrieved and refiled.

**HISTORICAL VALUE** – Records that are retained permanently for the purpose of enduring value and not necessarily for business purposes.

**INACTIVE RECORDS** – Records that are no longer required or which are referred to so infrequently used in the conduct of current business that they may be removed from the office and either retired or destroyed depending on the approved disposition.

**INDEX/INDEXING** – a systematic guide that allows access to specific items contained within a larger body of information; the placing or listing of items in an order that follows a particular system.

INVENTORY/RECORDS INVENTORY – A detailed listing that could include the types, locations, dates, volumes, equipment, classification systems and usage data of an organization's records. The dissecting of each record to capture all pertinent information about the record to be used in its appraisal.

**LABEL** – A device by which the contents of a file folder, file drawer, guide or shelf are identified.

A shelf label may be identified as a range finder because the full range of records on the shelf is clearly identified.

**OFFICES** – refers to the office as reflected in the approved organizational structure.



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OFFICIAL FILES – An accumulation of official records documenting an action or providing valuable information. The official files include the originals of incoming correspondence and the initialed copies of the outgoing and interoffice correspondence, the original or action copies of reports, completed forms, maps, photographs and other similar documents.

**OFFICIAL RECORD** – Significant, vital or important records of continuing value to protected, managed and retained according to established retention schedules. Often, but not necessarily an original.

**RECORD COPY** – the official copy of a record that is retained for legal, operational or historical purposes, sometimes the original.

**RECORD SERIES** – A group of related records filed/used together as a unit because they deal with a particular subject, result from the same activity or have a special form.

**RECORDS APPRAISAL** – The process of evaluating records based on their current, operational, regulatory, legal, fiscal and historical significance, their informational value, arrangement, and their relationship to other records.

**RECORDS CENTER** – storage of inactive (usually) records on the premises of the organization that is sufficiently protected to ensure their preservation in the event of a disaster.

RESTRICTED ACCESS – a limitation on the access to and use of records. Restrictions may be imposed by law, the organization, or donors of the records to a collection.

**RETENTION PERIOD** – 1) the period of time that inactive records must be kept after cutoff or break, prior to their destruction 2) the time period records



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must be kept according to operational, legal, regulatory and fiscal requirements.

**RETRIEVAL** – the process of locating and withdrawing a record from a filing system or records storage facility.

**SUBJECT FILING** – A plan for the classification and coding of records by subject.

#### III. RECORDS ADMINISTRATION

# A. MAIL ADMINISTRATION INCOMING DOCUMENTS

Receipt of any incoming official documents shall be made only through the Records Section. Letters and other documents personal in nature (i.e. credit cards, insurance, money order and billing statements) shall be accepted but shall be endorsed directly to the personnel concerned. The Records Section shall maintain a recording of all documents received by the Agency.

#### Procedures

- Receive documents Indicate the date and hour of receipt of official documents on the receiving copy of the courier/messenger/postman (if required).
- 2. Sort/classify documents Separate the official documents, return cards of official documents and personal letters. Open only the official documents and stamp "received" on the upper right portion of the documents.
- 3. Record in the logbook all information required.
- 4. Transmit the documents Forward indeterminate incoming documents to Division concern for proper disposition.
- 5. Electronic records are write protected and access restricted to enforce change control. The Records Section or other personnel authorized by the NLP Management Committee should control access to electronic records. Electronic records should not be changed. Instead, "corrections" should be initiated by Management.



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6. File report of incoming documents.

#### **OUTGOING DOCUMENTS**

Records Section shall only receive and release documents provided with the required attachment/(s), properly authorized by the approving authority and provided with appropriate labeled mailing envelope. Release and/or delivery of all documents shall be made through the Records Section within the prescribed schedule. As much as possible, the release and/or delivery of these documents shall be done through registered mail. However, outgoing documents such as notices of hearing, payments and remittances, which demand priority, shall be sent by the Liaison Officer of this Agency, where it is practical.

#### Procedure

 Receive Documents-Ensure that mailing envelope follow the NLP prescribed envelope upon receipt of documents for mailing. Mails for MERALCO, Office of the Solicitor General

(OSG) and Commission on Audit (COA) are usually hand carried by the Liaison Officer.

- Classify the documents According to the following type of mail or delivery: Registered Mail, Hand carried Mail, Ordinary Mail
- & Courier Service or others.
- 3. Dispatch/deliver documents Separate outgoing documents for mailing and hand carried mails and log in the appropriate logbook.
  - 3.1 Mailing:
    - 3.1.1 Sort envelopes according to type of mailing
    - 3.1.2 Stamp "Registered Mail" on the envelope if via registered mail and "Express Mail" if via express.
    - 3.1.3 Attach the mailing return card with sender, date of letter, addressee and case number indicated (as applicable) for registered mail/(s).
    - 3.1.4 Place the documents in the envelope and seal.



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- 3.1.5 Weigh each envelope to determine the cost of mailing and postage stamps denomination.
- 3.1.6 Place control number for Registered Mails on the lower corner of the envelope. The number series starts from 001 every year.
- 3.1.7 Paste the corresponding postage stamps to the envelope.
- 3.1.8 Sort the envelope according to stamps denomination.
- 3.1.9 Prepare Certificate of Mailing from Philippine Postal Corporation indicating the following: registry number, addressee, address, particulars, type of mail and amount of stamps.
  - 3.1.9.1 Retain one (1) copy of Certificate of Mailing on file and bring the four (4) copies of Certificate of Mailing to Philippine Postal Corporation;
  - 3.1.9.2 Get two (2) copies of Certificate of Mailing from Philippine Postal Corporation one (1) for file and the other one (1) for attachment to replenishment of petty cash fund for stamps;

#### 3.2 Hand carried Mail

- 3.2.1 Ensure two (2) copies receiving copy and extra copy are provided in addition to the original copy to be transmitted to the addressee.
- 3.2.2 Attach the receiving copy and place the original copy in the envelope, then seal.
- 3.2.3 Ensure that the date of receipt and name of recipient is properly affixed on the receiving copy.

#### 3.3 COURIERSERVICE Mail:

3.3.1 Prepare List of Mail Enclosure (3 copies- 2 for concerned division and 1 for file) listing all the documents for shipping.



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- 3.3.2 Prepare Petty Cash Voucher (PCV) form in duplicate for cash advance to pay shipping cost billed by the courier.
- 3.3.3 All PCV relative to cash advance for mailing through Courier Service Mail shall be accompanied by a Request for I Service (RMS) Form correspondingly approved by the Chief of the requesting Division.
- 3.3.4 Forward the PCV to the Cashier for approval prior to presentation to Petty Cash Custodian for the cash advance.
- 3.3.5 Mail to Courier Service as soon as receipt of cash is received
- 3.3.6 File return copy of List of Mail Enclosure with the corresponding receipt
- 1. Transmit/forward the receiving copies of letters etc. Prepare Request for vehicle to be countersigned by the Director and/or FAD Chief should the Liaison Officer require the use of the Agency's vehicle. A file copy of the Request for Vehicle shall be retained in the Records Section. For mailing, ensure the following are present: the received stamp; the signature of the Philippine Postal Corporation Clerk; and date of receipt is reflected on the mailing list. Secure Registry Receipt from Philippine Postal Corporation for mailed documents. For hand carried mail, ensure that the receiving party reflects his signature and date of receipt on the receiving copy of Letters, Decisions, Orders, Resolutions and Statement of Accounts.
- 2. File report of outgoing document File the Registry receipts, mailing list and file copy/(ies) of documents mailed or hand carried to appropriate folder. Check Messengerial Logbook to ensure delivery is done for hand carried mail. Log in the appropriate Records Section's Logbook and Return to



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Concerned Service their receiving copy/(ies) and ensure that the Service's receiving clerk sign the Record Section's logbook/printed Report of Outgoing Document.

3. Office Order and Memorandum – The Office of the Director prepares the Office Order and Memorandum. It shall be numbered accordingly upon receipt by the Records Section. After numbering, the Office Order and Memorandum it shall be photocopied and distributed to the concerned officials and employees. The Office of the Director is given a copy of the document. After routing, the Office Order and Memorandum it is filed and stored in the Records Section.

#### File Management

Only the Records Officer and/or duly authorized personnel shall have access to all institutional records and shall be directly responsible for the security of these records at all time.

Records created or received electronically must be clearly identified following a pattern of treatment similar to that previously given to paper records. They must be able to be preserved and stored for the required period within the NLP. It will be selected using defined selection criteria and can be transferred to other organizations for future preservation, or destroyed once they are no longer of operational use.

#### Guidelines

- Storage of records shall be maintained by the Records Section and must be kept clean at all times.
- Non-current records such as closed cases, etc. pertaining matters acted upon and at present in the Division shall be transferred,



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together with their enclosures or annexes, if any, to the Records Section for recording and safekeeping.

- Non-current records transferred to Records Section shall be properly filed and labeled.
- 4. Any official or employee who shall, in the performance of his duties, need any record of file kept by the Records Section, shall sign a record of receipt upon issuance to him of the file or record requested. No record or file whatsoever shall be taken out of the Records without the requisitioner signing a receipt therefore.
- Retention of general records for safekeeping shall follow the General Records Disposition Schedule Series 2003 as per RMAO's General Circular NO.1

#### Procedures

- 1. Receive Documents Ensure that receipt of non-current records with their enclosures or annexes from Concerned Divisions/Employees for archival is accompanied by a duly approved transmittal memorandum addressed to the Chief of Finance and Administrative Division. Request for loan or permanent withdrawal of documents under Record Section's safekeeping, by the Division/ Employees and Concerned Services of the Agency, shall be properly documented through the Log Book for Borrowed Items in the Records Section.
- Log Book for Borrowed Items Ensure that log book for borrowed documents, has the following columns:
  - 2.1 date borrowed
  - 2.2 document type
  - 2.3 purpose
  - 2.4 borrower's name and signature



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2.5 date returned

 File/ Archive/Loan Documents - Filing/Archiving of records is by alphabet type. Each record is properly labeled.

#### Preservation of Records

The Records Section shall be responsible for the preservation of the permanent records because of the value attached to them. Consistent with public interest, their preservation requires special treatment to prevent their loss, destruction, mutilation, and the like, and to maintain originality and reliability.

#### Guidelines

It shall be the responsibility of the Records Section headed by the Records Officer to protect non-current records in its custody. Further, it shall also be the responsibility of the Records Officer to check every 1st month of the year the files and recommend the transfer to the Records Management and Archives Office in accordance with the duly approved NLP Records Disposition Schedule.

#### **Records Disposition Administration**

Disposal of all valueless/non-value records of the Agency shall only be made through the Records Section. The Agency shall undergo an annual systematic removal of records that are not needed in everyday operation, identified to be not required for preservation and deemed ready for permanent destruction.

#### Guidelines

 The Agency shall observe the General Records Disposition Schedule (RMAO Gen. Circular NO.1) in determining the disposal of their valueless records.



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- No records shall be destroyed or sold without having first secured authority from the Director of the Records Management and Archives Office (RMAO).
- 3. Public bidding shall be conducted if RMAO recommendation to dispose records is through sale. Bidding shall be conducted towards the end of the calendar year so that the effectivity of the contract of the winning bidder shall be in January of the following year.
- 4. Payments received from the sale of the records shall be forwarded to the Cash Section of Finance and Administrative Division .
- 5. To safeguard the sanctity of the records and to check that the records to be disposed are of the same records which were appraised and examined and that no insertions have been done, the actual disposal of records shall be witnessed by the Administrative Officer V, COA & RMAO.

#### Disposal Procedures

- 1. Determination of Valueless Records for Disposal
  - 1.1. The Records Officer shall determine the valueless records by checking their specific and authorized retention periods using the Agency's RDS, GRDS, and/or specific laws and regulations as the legal basis.
  - 1.2. The Records Officer shall estimate the volume of the v valueless records to determine and facilitate economical disposal.
- 2. Request for Authority to Dispose
  - 2.1. Records Officer shall accomplish the Request for Authority to Dispose of Records (NAP Form No. 3) in three (3) copies and properly fill-up the specific records



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series, period covered, volume and authorized retention periods in the Agency RDS, GRDS, and/or specific laws and regulations are complied with such as:

- 2.1.1. Financial records that are subject for audit by the Commission on Audit (COA) were post-audited and finally settled, and
- 2.1.2. The records involved in a case or investigation were finally decided upon or settled.
- 2.2. Upon completion of Request for Authority to Dispose of Records and the Agency concerned have approved and signed the request, the Records Officer concerned shall submit the same to NAP.
- 3. Evaluation of Disposable Records

The National Archives of the Philippines (NAP) shall evaluate the valueless records requested by ASCOT for disposal. The same office shall then prepare and submit an analysis report based on his/her evaluation and/or examination.

- 4. Authority to Dispose and Notification of Actual Disposal
  - 4.1. The Authority to Dispose of records indicating therein the mode of disposal shall be issued by the Executive Director of NAP.
  - 4.2. In case the mode of disposal is by Sale, the guidelines on Government Procurement shall be followed in the selection of contracted buyer. A copy of the contract shall be submitted to NAP prior to the actual disposal.



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- 4.3. If in case the NLP opted to avail the services of NAP official buyer, a letter of availment shall be submitted to NAP.
- Segregation and Custody of Valueless Records The Records
   Officer shall supervise the segregation of valueless records and be
   responsible for their safekeeping until their actual disposal.

#### 6. Actual Disposal

- 6.1. Actual disposal shall be witnessed by Authorized Representatives from the Agency, NAP and COA to ensure that the records to be disposed of are the same records that were authorized for disposal.
- 6.2. Witnessing of actual disposal by NAP authorized representative shall be dispensed with for those agencies that have been compliant with all the government recordkeeping requirements as ascertained by NAP or in instances deemed appropriate and expedient by the Executive Director based on economy, nature of records series involved and track records of the agency.
- 6.3. A Certificate of Disposal shall be prepared in three (3) copies by the NAP authorized representative who will witness the actual disposal of records and ensure that all pertinent data are complete.
- 1.4. In cases where the witnessing by NAP authorized representative is dispensed with, the Records Officer of the Agency shall prepare the said Certificate of Disposal in three (3) copies.



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1.5. The distribution of copies shall be as follows: Agency, as Requesting Agency – original copy; NAP – 2<sup>nd</sup> copy; and COA – 3<sup>rd</sup> copy.

#### 7. Proceeds of Sale

All proceeds realized from the sale of valueless records shall be remitted to the National Treasury.

#### 8. Disposal of Damaged Records

Disposal of damaged permanent records and damaged records that have not yet passed their prescribed retention period shall be considered for authorized disposal only upon submission to NAP of the following requirements:

- 8.1.Official Report pertaining to the non-usability and extent of damage done to the records; causes of the damage to the records; photo documentation and information on what other agency records series can the data or information of the damaged public records be found;
- 8.2. Request for Authority to Dispose of Records (NAP Form 3) in three (3) copies and properly filled-up with the specific records series, period covered, and volume of the damaged records, approved by the Agency officials concerned;
- 8.3. Certification that the said damaged records that are subject of audit by the Commission on Audit were post-audited and finally settled, and/or the records involved in a case or investigation were finally decided upon or settled; and
- 8.4. If expediency demands and upon the order of the Executive Director, an official report from NAP Representative who shall



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conduct an actual physical inspection and evaluation of the damaged records.

8.5.Upon issuance of authority to dispose, the same disposal procedures in these guidelines shall be strictly complied with.

#### 9. Offenses and Penalties

Any employee, who willfully or negligently, damages a record in violation of the provisions of RA 9470 and its IRR contravenes or fails to comply with any provision of said Act and its IRR shall be deemed to have committed an offense

Prepared by:

**CECIL UMALI** 

Administrative Officer V

PANGILINAN

Archivist I

Approved by:

istrative Officer



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#### Annex B

#### Cleaning and disinfection

Space	Coverage	Responsible	Cleaning/Disinfection Frequency
Lobby/ common areas	elevators buttons, stairways, stairways handrails, light switches, furniture surfaces	Janitor	Janitor: Daily disinfection, cleaning and deep disinfection every Saturday.
Reading area	tables, chairs, tablets, computers, books, bookshelves, windows,	Janitor Users	Janitor: Full daily cleaning, disinfection with high touched points cleaned a second time. Deep disinfection every Saturday. Users: Disinfect before and after using surfaces and equipment.
Conference Rooms	tables, doorknobs, light switches, projectors, microphones	Janitor Users	Janitor: Full daily cleaning and deep disinfection every Saturday Users: Cleaned and disinfected before and after use.
Shared Offices/ Workstations	computers, keyboards, phones, light switches, photocopier, doorknobs, and other frequently touched objects	Janitor Users	Janitor: Sweep, mop floors, vacuum and wipe. Deep disinfection every Saturday.  Users: Disinfect before and after use of the touched and shared surfaces and equipment.
Dining Areas/Pantry	all dining surfaces including chairs, tables, water dispenser, microwave, etc.	Janitor Users:	Janitor: Fully daily cleaning and disinfection  Users: Upkeep for employees/users to clean the counters in preparing foods, clean spills immediately (e.g appliances) before and after use.
Restrooms	Sinks, faucets, door handles, hand dryers, other surfaces and floors	Janitor	Janitor: Full daily cleaning and disinfection every day.



T.M. Kalaw Street, Ermita, Manila, 1000 Philippines

FINANCE AND
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VIII - Contact Details

**Finance and Administrative Division** 

Direct line/Fax: 310-50-27

Section/Office	Local Number
Chief, Administrative Officer	304
Accounting Section	306
Budget Section	307
Cash Section	305
Human Resource Management Section	308
Maintenance Section	105
Supply Section	106
Records Section	104



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#### IX. Appendix

Controlled Document Information Distribution List

Controlled Document Request Form

Controlled Document List

Checklist of Requirements for External Providers

External Provider Performance Rating Form

Vehicle Maintenance Checklist Form

Electrical Maintenance Checklist (Pump Room) Form

Job Order Request Form

Document Request Form for Finance

External Provider Performance Rating Form (Service Provider)



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X. Approval Page

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