



Republic of the Philippines  
**DEPARTMENT of AGRARIAN REFORM**

MEMORANDUM CIRCULAR NO. 08  
Series of 1993

SUBJECT : DAR Records Disposition Schedule

Attached is a copy of Records Disposition Schedule of the Department as approved on June 7, 1993 by the Director of Records Management and Archives Office.

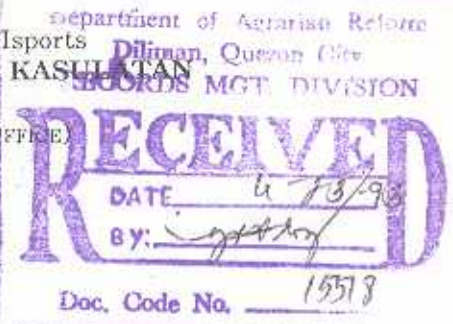
For your information and guidance.

Diliman, Quezon City, June 25, 1993,

*RLQ*  
ROLANDO LI. QUERUBIN  
Asst. Secretary for FMAO



REPUBLIKA NG PILIPINAS  
Kagawaran ng Edukasyon, Kultura at Sports  
TANGGAPAN SA PAMAMAHALA NG MGA KASULATAN  
AT SINUPAN  
(RECORDS MANAGEMENT AND ARCHIVES OFFICE)  
MAYNILA



08 June 1993

ELEANORA ESTANISLAO-TAN  
ASEC for FMAO and OIC  
Department of Agrarian Reform  
Elliptical Road, Quezon City

Attention: **MARIETTA T. CAUGMA**  
Chairman  
Records Management Improvement Committee

M a d a m :

We are returning the original of the approved Records Disposition Schedule of your agency.

Please reproduce and disseminate to all action units for their guidance in the disposition of records.

Thank you for your interest in bringing about an effective, efficient and economical records management program.

Very truly yours,

  
**EDGARDO J. CELIS**  
Director IV



RECORDS DISPOSITION SCHEDULE

3. Schedule No.

4. Date Prepared January 6, 1992

7. RECORDS SERIES TITLE AND DESCRIPTION

8. RETENTION PERIOD

9. DISPOSITION AUTHORITY/REMARKS

a. Active : b. Storage : c. Total :

FINANCE

Budget Estimates

Notice of Cash Allotment (NCA)

Request Letter to DBM

Sub-allotment Advice (ALAD)

Dispose 1 yr. after acted upon.

3 yrs. : 3 yrs. : 3 yrs.

3 yrs. : 3 yrs. : 3 yrs.

3 yrs. : 3 yrs. : 3 yrs.

LAND DEVELOPMENT

Land Consolidation Records

Indicative Plan

Feasibility Studies

Project Identification/Prioritization

Project Implementation

P E R M A N E N T

Pursuant to Rule 4.1, Article III, DECS Department Order No. 13-A, s. 1988, "No agency shall destroy or sell any records without having first secured authority from the Director, Records Management and Archives Office".

PREPARED BY:

*Quiterio N. Salazar*  
QUITERIO N. SALAZAR  
NAME

Chief, Record Mgt. Div.  
POSITION

APPROVED:

RECORDS MANAGEMENT  
**RELEASED**  
DATE 6-7-53 INITIAL [Signature]  
AND ARCHIVES OFFICE

RECOMMENDING APPROVAL:

*Marietta T. Caugma*  
MARIELLETTA T. CAUGMA  
CHAIRMAN

ASSISTED BY: *Lolita N. Verzosa*  
LOLITA N. VERZOSA  
Records Management Analyst I

RECORDS MANAGEMENT IMPROVEMENT COMMITTEE

*E. Estanislao - San*  
ELEANORA ESTANISLAC-TAN  
ASSEC for FMAO and OIG,  
USEC for FMAO

**RMAO  
RECEIVED**  
92-065  
Date 2-7-92

TO BE ACCOMPLISHED BY THE RECORDS MANAGEMENT AND ARCHIVES OFFICE

THIS RECORDS DISPOSITION SCHEDULE

\_\_\_\_\_ is being returned for improvement/correction

X is recommended for approval

APPROVED:

*Rosalina R. Conception*  
ROSELINA R. CONCEPTION  
CHAIRMAN

June 04, 1953  
DATE

CURRENT RECORDS DIVISION  
**RELEASED**  
DATE 6-8-53  
RMAO

*Edgardo I. Celis*  
EDGARDO I. CELIS  
DIRECTOR

June 07, 1953  
DATE

7.

RECORDS SERIES TITLE AND DESCRIPTION

LEGAL AFFAIRS

Cases

Decisions

Orders

Resolutions

Summary

Appearance

Agricultural Settlement

Landed Estates

Validity of Order

Index Cards

Cases

Landed Estate

Inventory of Cases

List of Lawyers (from Regions 1 - XIII)

Logbook of Incoming/Outgoing Communications

Record Books of Cases

Disposition Authority/Remarks	Retention Period		
	a. Active	b. Storage	c. Total
	8 yrs.	2 yrs.	10 yrs.
	P E R M A N E N T		
	P E R M A N E N T		
	Dispose after 2 yrs. if superseded		
	Dispose after 2 yrs. if superseded		
	Dispose 1 yr. after updating.		
	Dispose 2 yrs. after date of last		
	P E R M A N E N T		