

Republika ng Pilipinas  
(Republic of the Philippines)  
MINISTRI NG EDUKASYON, KULTURA AT ISPORTS  
(MINISTRY OF EDUCATION, CULTURE AND SPORTS)  
Maynila

September 20, 1982

MECS M E M O R A N D U M  
No. 228, s. 1982

MICROFILMING OF VITAL DOCUMENTS AND RECORDS

To: Bureau Directors  
Cultural Agency Directors  
Regional Directors  
Chiefs of Services and Heads of Units  
Schools Superintendents  
Vocational School Superintendents  
Presidents, State Colleges and Universities

1. Printed on the reverse side of this MECS Memorandum is a memorandum of the President to all Members of the Cabinet dated July 1, 1966, the pertinent portions of which are quoted as follows:

You shall now take immediate steps to microfilm documents and records which in your sound judgment are vital to the state.

Henceforth, I shall hold both the heads of offices and chiefs of records in all government offices responsible for the destruction of important government documents and records.

2. In view of the foregoing, it is desired that all heads of offices take immediate steps to comply with the foregoing directive. Bureau Directors, Chiefs of Services and Heads of Units in the central office, including the Ministry Records Officer, shall submit to the Chief, Administrative Service within the soonest possible time but ~~not later~~ than October 15, 1982, a list of records/documents to be microfilmed, indicating the subject matter and number of pages/sheets. On the basis thereof, this Office will determine and make available the necessary funding requirements for this project.

3. It is desired that all officials concerned submit a report of the action taken hereon.

(SGD.) ONOFRE D. CORPUZ  
Minister

Reference:

N o n e

Allotment: 1-2-3-4--(D.O. 1-76)

To be indicated in the Perpetual Index

under the following subjects:

✓ OFFICIALS

✓ RECORDS

✓ RULES & REGULATIONS

MALACANANG  
Manila

July 1, 1966

MEMORANDUM to

All Members of the Cabinet:

One of the serious drawbacks in our government administration today is the periodic loss or destruction of vital government records, particularly in sensitive offices such as the Bureau of Immigration, Customs, Internal Revenue, Prisons, Forestry, Lands and Treasury, the Public Service Commission, the Land Transportation and the Courts of First Instance, to mention only a few.

The disappearance of such decisive documents has slowed down our efforts in bringing to justice male-factors in the government service and other criminals. It also attests to the utterly inefficient manner by which we safeguard all-important government records.

It is thus that I urge you now to give special attention to the protection of vital government documents. You shall conduct periodic checks on the protection of your records.

The Bureau of Records Management shall intensify its efforts to train records personnel in all government offices in the proper up-keep and maintenance of official records. It shall also speed up the disposal of unnecessary records in order to leave sufficient space for the more important documents.

You shall now take immediate steps to microfilm documents and records which in your sound judgment, are vital to the state.

Henceforth, I shall hold both the heads of offices and the chiefs of records in all government offices responsible for the loss or destruction of important government documents and records.

Please insure that this directive is transmitted immediately to all concerned.

(SGD.) FERDINAND E. MARCOS  
President of the Philippines