

Republic of the Philippines
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
UL Complex, Pasig, Metro Manila

February 21, 1992

DECS ORDER
No. 8, s. 1992

GUIDELINES AND PROCEDURES GOVERNING THE COORDINATION
OF RECORDS MANAGEMENT AND ARCHIVES FUNCTIONS

To: Undersecretaries
Assistant Secretaries
Bureau Directors, Regional Directors,
and Schools Superintendents
Heads of Chartered State Colleges and Universities
Heads of Private Schools, Colleges and Universities
Heads of Community Colleges and Universities
and Vocational Schools

1. Pursuant to Section 5 of Executive Order No. 285, s. 1987, the Records Management and Archives Office including its applicable appropriations, personnel, equipment, property, records and archival collections, is hereby transferred and attached to the Department of Education, Culture and Sports, as a cultural agency.
2. To effect better coordination in the management of government records and archives functions, the inclosed guidelines and procedures governing the creation, maintenance and disposition of government records and archival documents are hereby issued for the guidance of all concerned.
3. Department Orders Nos. 13-A and 13-B, s. 1988 and all other issuances or parts thereof, inconsistent with this Order are superseded or amended accordingly.



ARMAND V. FABELLA
Secretary

Incl.:
As stated

References:
DECS Orders: (Nos. 13-A and 13-B, s. 1988)

Allotment: 1-2-3-4--(M.O. 1-87)

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under the following subjects:

✓ BUREAUS & OFFICES
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