



Republic of the Philippines
Department of Agriculture
Bureau of Fisheries and Aquatic Resources
PCA Compound Elliptical Road, Diliman, Quezon City
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For posting

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SUBJECT : GUIDELINES ON DOCUMENT MANAGEMENT

In the exigency of the service and to ensure that documents are properly recorded, stored, and disseminated to concerned parties, and to keep tract of the arrival of documents and monitor the actions taken thereof, the following guidelines are hereby issued for the observance of all concerned.

I. Incoming Documents

A. Open mails and correspondences

1. All incoming mails and correspondences intended for the agency, whether addressed to the Director, Assistant Directors, Division Chiefs and other officials, delivered by a messenger or through postal service shall be received at the Records Section except for communications addressed to the following units which are providing frontline services as listed below:

Administrative Support and Product Certification Unit (ASPCU)
Fisheries Regulatory and Quarantine Division
Marine Biotoxin Laboratory (Red Tide)
Fish Inspection Unit (FIU)
Fisheries Product Testing Laboratory Section (FPTLS)
Fish Health Management and Quality Assurance Section
Fisheries Unit- One Stop Export Documentation Center

2. These frontline services shall devise a separate system of managing, tracking and controlling the documents.
3. The mails, correspondences or documents received shall be profiled and encoded in the Document Tracking System for the tracking control number and description of these documents as follows:

Type of document

- Document date
- Date/Time received
- Sender
- Subject
- Addressee

4. These mails and correspondences shall be inspected by the receiving clerk to ensure the completeness of enclosures.
5. All Registry Return Receipt Cards shall be received by the Records Officer/Alternate and shall return the same to the Post Office of origin for legal purposes.

B. Sealed mails and correspondences

1. All sealed mails and correspondences received by the Records Section shall be delivered to the addressee. If the mail is official, the receiving clerk or the assigned encoder of the concerned office shall profile the documents and encode these to the Document Tracking System.
2. In cases of "Return to Sender (RTS)" mails, the same shall be opened only by The Records officer or his/her duly authorized alternate whenever the identity of the sender cannot be identified.

II. Outgoing Mails and Correspondences

1. The Records Section shall be responsible in the mailing and releasing of all outgoing correspondences.
2. All correspondences for mailing or personal delivery received by Records Section shall have an attached Delivery Form, indicating the needed postal handling. The accomplished Delivery Form shall consist of the original copy which shall be retained at the Records Section for records purposes and sources of data and information in the generation of mail statement reports. The duplicate copy shall be given to the division/unit/section concerned immediately after delivery or process of mailing is completed.

3. All correspondences for mailing shall be forwarded to the Records Section on or before 3 o'clock in the afternoon except those which are urgent. Regular schedule of mailing shall be twice a week. All documents received after the cut-off time shall be mailed on the following schedule of mailing.

III. Internal Correspondences

1. All correspondences/issuances (i.e. memorandum, FOO, DV, PR, FAO, letter, etc.) for approval of the Director or Assistant Directors shall be profiled by the concerned unit that prepared or created these correspondences/issuances. For easy reference of the source of the correspondences, there shall be a note to return the same to the offices or Divisions where these correspondences originated.
2. All correspondences approved/signed by the Director shall be recorded and released to the originating Division/Section/Unit for recording before releasing the same to the Records Section for dissemination. There shall be Delivery Form attached to the correspondence or communications.
3. All correspondences which do not require the signature of the Director shall be released directly to the Records Section for mailing/delivery. Such correspondences shall be profiled by the Records Section.
4. All incoming communications personally delivered by the liaison officers from Regional Offices addressed to the Director, Assistant Directors and other officials shall be received and profiled at the Records Section.
5. For urgent matters where time is of the essence, the document may be released to concerned division, copy furnished to Records Section.

IV. Servicing of Records

1. Follow-up of actions taken on communications received at the Records Section shall be entertained upon presenting the receiving copy.
2. All requests for copies of official records from clients shall be addressed to the Director and coursed through the Division/Section/Unit concerned.
3. Employees requesting official documents shall accomplish a request slip.

4. Request for certified copies of documents shall be forwarded to the Division/Section/Unit concerned for the corresponding action.

V. Document Tracking

To effectively monitor and track arrival and release of documents, a Document Tracking System (DTS) shall be used in accordance with the following rules:

A. Unauthorized use of DTS account

1. Users shall not use the DTS account without obtaining written permission from the Division Chief, and approval from the head of Fisheries Information Management Center (FIMC).
2. Users shall NOT use DTS accounts other than their approved account.
3. Sharing of DTS accounts or letting others access the account is prohibited.
4. Users shall log off from the system should they need to leave the computer or system unattended.

B. Unauthorized use of Bureau's files from the system

1. Users/encoders are not allowed to reproduce any files in the system without the permission from the authorized personnel/supervisor.
2. Users/encoders are not allowed to give out information regarding a certain document encoded in the system.
3. Users/encoders are not allowed to delete bureau's files or data, making such files/data inaccessible to the authorized users;
4. Spreading/transmitting any virus, or other code of file designed to disrupt, disable, impair, or otherwise harm the Document Tracking System is strictly prohibited.
5. All documents received/released and prepared by division/unit/section should be profiled in the Document Tracking System. A "No DTS number, no received" policy shall be observed.
6. Users/encoders shall be held accountable for any documents that are received / released by the Bureau.

7. Data in the DTS shall be updated by the encoder prior to receiving/releasing of the document. Failure to update without justifiable reasons shall be a ground for disciplinary action.
8. Actions on documents referred to concerned division shall be made immediately or within the period prescribed under RA 6713 and RA 9485 or the Anti Red Tape Act of 2007.
9. All incoming communications from the National Centers and from Arcadia Bldg. (Fish Health, Red Tide, Fish Lab, and Inspection Unit) shall be profiled by the Records Section.
10. The DTS Control Number should be placed in the lower right side of the document for uniformity.
11. Documents that will be received/released in case of DTS network/server down, brown-out and others shall be stamped **"DTS OFFLINE"** before the delivery to concerned division/section/unit and have it recorded/logged in the logbook.

VI. Infidelity in the Custody of Documents

1. Any public officer who shall remove, destroy or conceal documents or papers officially entrusted to him shall be liable under Article 226 of the Revised Penal Code.

Art. 226. Removal, concealment or destruction of documents. – Any public officer who shall remove, destroy or conceal documents or papers officially entrusted to him, shall suffer: 1. The penalty or prison mayor and a fine not exceeding 1,000 pesos, whenever serious damage shall have been caused thereby to a third party or to the public interest. 2. The penalty of prison correccional in its minimum and medium periods and a fine not exceeding 1,000 pesos, whenever the damage caused to a third party or to the public interest shall not have been serious.

2. Any person who are negligent in the custody or handling of documents may also be liable for damages under Art. 2176 (Quasi-delicts) of the New Civil Code and Art. 365 (Imprudence and Negligence) of the Code.

Art. 2176 of the New Civil Code

Whoever by act or omission causes damage to another, there being fault or negligence, is obliged to pay for the damage done. Such fault or negligence, if there is no pre-existing contractual relation between the parties

All orders/memoranda inconsistent herewith are deemed revoked.

This order shall take effect immediately and shall remain in force until revoked.

A handwritten signature in dark ink, consisting of a large, stylized initial 'A' followed by several loops and a long horizontal stroke extending to the right.

ATTY. ASIS G. PEREZ
Director

Republic of the Philippines
Department of Agriculture
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PCA Compound, Elliptical Road, Diliman, Quezon City
Tel. No. 929-64-84, 929-80-74

Date: _____

FROM: _____ TO: _____
(name) (name)_____
(office)_____
(address)

Copy furnished: (if any)

	Name	Address
1.	_____	_____
2.	_____	_____
3.	_____	_____

SUBJECT: _____

REQUEST: _____

Date Mailed: _____

- | | | | |
|-----------------------|-----|--------------------------------|-----|
| 1. Registered Mail | | 4. Express Mail Service | () |
| Domestic | () | Int'l. Express Mail Service | () |
| International | () | 5. Ordinary Mail | |
| With Return Card | () | 6. Courier Services | () |
| With Registry Receipt | () | (DCI, DHL, LBC, XIMEX, etc) | |
| 2. Priority Mail | () | 7. Messenger/Hand-Carried Mail | () |
| 3. Air Mail | () | | |

(To be filled up by the Records Section)

(To be filled-up by the receiving office)

Date Received/Collected: _____

Date Received: _____

Time Received/Collected: _____

Time Received: _____

Received/Collected By: _____

Received by: _____

NOTE: Accomplish in Duplicate (Original Copy-Records Section/Duplicate copy-Sender)

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Delivery Form (By Special Messenger)

Document Tracking Number:

TO: _____
COMPANY: _____
ADDRESS: _____

Released by:

NAME
(Pls.print)

DATE

TIME

Received by:

NAME
(Pls.print)

DATE

TIME

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