



Republic of the Philippines  
Department of Agriculture

## BUREAU OF FISHERIES AND AQUATIC RESOURCES

3<sup>rd</sup> Floor, PCA Building, Elliptical Road, Diliman, Quezon City  
Tel. Nos. 929 - 9597, 929-8047

June 24, 2019

### FISHERIES OFFICE:

ORDER No. 174

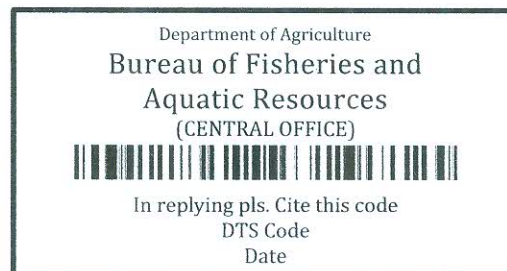
Series of 2019

SUBJECT: **GUIDELINES ON DOCUMENT MANAGEMENT**

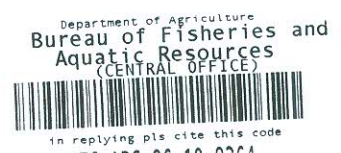
In the exigency of the service and to ensure that documents are properly recorded, stored, and disseminated to concerned parties, and to keep tract of the arrival of documents and monitor the actions taken thereof, the following guidelines are hereby issued for the observance of all concerned.

#### I. Incoming Documents

- A. All incoming documents (mails and correspondences) intended for the Bureau, whether addressed to the Director, Assistant Directors, Division Chiefs and other officials, delivered by a messenger or through postal service shall be **received only at the Records Section**.
- B. Emailed correspondences intended for the Director shall be forwarded to the Records Section's official email address, **bfar\_recordsection@yahoo.com.ph** for printing and profiling.
- C. The correspondences or documents received shall be profiled and encoded in the Document Tracking System (DTS) for the tracking control number and profiled as follows:
  - Type of document
  - Document date
  - Date received
  - Sender
  - Subject
  - Addressee
- D. The same shall bear a barcode sticker from the (DTS).



- E. These mails, emails and correspondences shall be inspected by the receiving clerk of the Record Section to ensure the completeness of enclosures.
- F. The Records Section shall forward the same to the Office of the Director who shall then refer/route the document to the concerned division.



- G. Prior to the signature of the Director, the action taken of the concerned division will pass through to the concerned Assistant Directors for their initial and information.
- H. 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 record the documents and profile these to the Document Tracking System.
- I. In case 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 Documents**

- A. The Records Section shall be responsible in the mailing and releasing of all outgoing correspondences.
- B. All correspondences for mailing or personal delivery received by Records Section shall have an attached delivery form or request for postal service form, depending on the mode of dispatch. The Record Section shall provide a photocopy of the delivery form to the concern Division/Section/Unit immediately after delivery or process of mailing is completed. All correspondences for mailing shall be forwarded to the Records Section on or before 4 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.

MAILING SCHEDULE	CUT-OFF DAY AND TIME
Wednesday	Tuesday, 4PM
Friday	Thursday, 4 PM

**III. Internal Correspondences**

- A. All correspondences/issuances for approval of the BFAR officials shall be profiled by the creator of the document in the Document Tracking System.
- B. The Office of the Director shall return the signed correspondences to the originator. The originator will prepare the documents including copy for the copy furnish recipient and a copy for their file, then forward to Records Section for mailing and/or circulation.
- C. For urgent matters, the document maybe released to concerned division, copy furnished the Records Section.
- D. The signed correspondences/issuances relative to Fishpond Lease Agreement (FLA), Commercial Fishing Vessel shall be directly forward to Records Section.

**IV. Servicing of Records**

- A. All requests for copy/ies (certified and/or verified)of official documents from clients shall be addressed to the Director and forwarded to the Division/Section/Unit concerned for the corresponding action.
- B. Employees/clients requesting official documents shall accomplish a request slip.
- C. The custodian of the original documents shall be the authorized office to issue certified and/or verified copy/ies.

#### D. Infidelity in the Custody of Documents

- i. A person who, wilfully or negligently damages a public record or disposes of or destroys a public record in violation to the provision of RA 9470 or contravenes or fails to comply with the provision of said Act or Rules shall be deemed to have committed an offense.

*Art. 124. Any public officer committing any of the unlawful acts or omissions mandated under this act shall be punished by a fine of not less than Five Hundred Thousand Pesos (Php 500,000.00) but not exceeding One Million Pesos (Php 1,000,000.00) or be imprisoned for not less than five (5) years but not more than fifteen (15) years and/or both fine and imprisonment at the discretion of the court without prejudice to the filing of administrative charges that would result to such public officer's perpetual disqualification from public office, and forfeiture, in favor of the government, of his salary and other lawful income.*

- ii. 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 the public interest. 2. The penalty of prison correctional 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.*

- iii. 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.*

This order shall take effect immediately and shall continue to be effective unless revoked by the undersigned.

All orders/memoranda inconsistent herewith are deemed revoked.

  
**EDUARDO B. GONGONA**

Undersecretary for Fisheries/BFAR National Director

