



8 September 2022

**MEMORANDUM NO.** 667  
Series of 2022

**T O: Records Management Improvement Committee (RMIC) Members:**

<b>Atty. Rysan C. Guinocor</b>	<b>- Chairperson</b>
<b>Ms. Maria Roberta S. Miraflor</b>	<b>- Vice Chairperson</b>
<b>Ms. Honey Sofia V. Colis</b>	<b>- Member</b>
<b>Ms. Jennifer E. Ando</b>	<b>- Member</b>
<b>Ms. Maria Teresa A. Cruz</b>	<b>- Member</b>
<b>Mr. Nick Freddy R. Bello</b>	<b>- Member</b>
<b>Ms. Marwen A. Castaneda</b>	<b>- Member</b>
<b>Ms. Pamela P. Oraño</b>	<b>- Member</b>
<b>Ms. Maria Elsa M. Umpad</b>	<b>- Member</b>

**OHRA Staff**

**All Office Heads or its Representative**

**R E: Virtual Deliberation on VSU proposed Records Disposition Schedule (RDS) with NAP Staff**


In connection with NAP General Circular No. 1, series of 2009 dated January 20, 2009 under Article III, Rule 7.3 otherwise known as Agency's Records Disposition Schedule (RDS) that each agency shall established an RDS to be accomplished in the prescribed form (NAP Form 2) covering its substantive records and those records not included in the General Records Schedules to serve as guide in the disposition of records.

Because of VSU's efforts to improve its records management operation, the agency submitted an updated RDS to the National Archives of the Philippines (NAP) early this year to improve our disposition schedule since its approval last July 27, 2010.

After thorough assessment regarding the additional records series title and description and its retention period, NAP would like to have a **virtual briefing and initial deliberation** relative to our submission this **September 19, 2022 (Monday) at 1:00 o'clock** (link to be sent later) before it will be reproduced and disseminated to all units for our guidance in the disposition of records.

It is understood that our submission is to empower better coordination with our agency's records disposition program that will provide us an effective, efficient and economical records management program.

For your compliance.

  
**EDGARDO E. TULIN**  
President