



Republic of the Philippines
OFFICE OF THE PRESIDENT
NATIONAL COMMISSION ON MUSLIM FILIPINOS

COMMISSION EN BANC

Resolution No. 19, Series of 2023

AN EN BANC RESOLUTION ON THE CREATION OF NCMF RECORDS AND ARCHIVE MANAGEMENT AND STAFFING PATTERN IN THE CENTRAL OFFICE, QUEZON CITY

WHEREAS, RA 9470 also known as the National Archives of the Philippines (NAP) Act of 2007, with NAP General Circular No. 1 of January 2009, Article III Rule 3.2, Establishment of Records and Archives Office/Unit, states that, " All government agencies shall establish their records and archives office/unit in coordination with the Department of Budget and Management Service (DBM) and the National Archive of the Philippines (NAP) from their organic personnel within a year the date of effectivity of RA 9470. The Records Officer or Archivist of a government agency shall head said office/unit.";

WHEREAS, Article 2 of the IRR of RA 9470 states that, "Public records contain information that allows government programs to function, provide officials with a basis for making decisions and ensure continuity with past operations";

WHEREAS, Sec. 22 of RA 10173, Data Privacy Act of 2012, states that, it is the Responsibility of Heads of Agencies that all sensitive personal information maintained by the government, its agencies, and instrumentalities shall be secured, as far as practicable, with the use of the most appropriate standard recognized by the information and communications technology industry, and as recommended by the Commission. The head of each government agency or instrumentality shall be responsible for complying with the security requirements mentioned herein while the Commission shall monitor the compliance and may recommend the necessary action to satisfy the minimum standards;

WHEREAS, Article 11 section 12(a) of RA 9997, NCMF Act of 2009, mandates NCMF Administrative Service to develop and maintain the Record Management program of the Commission;

WHEREAS, currently, under the plantilla of NCMF-Administrative Service, records are maintained and managed by one personnel, the Records Officer III, and only augmented by employees from other Bureaus;

WHEREFORE, BE IT RESOLVED, as it hereby resolved that the Commission *en banc* members do hereby approve, recommend, and support the establishment of Records and Archive Management and the additional Staffing pattern of this Commission, as it is necessary for the transparency, accountability, and management of data and information of the Commission and must be included in the request for allocation in the 2024 NCMF budget;

RESOLVED FURTHER, the creation of a records unit will also need additional plantilla that needs institutional support thru necessary documentation and justification to DBM by the Finance and Management Service and Administrative Service of the Commission;

Aug 23 **APPROVED AND SIGNED** by the undersigned Commissioners, this of 2023 at Quezon City, Philippines.


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Commissioners Present:

**SAMER M. ALLONG
DALISAY N. MACADAWAN
ANNA KHARIMA B. MINDALANO**

**YUSOPH J. MANDO
ISMAEL V. MASTURA
MICHAEL M. MAMUKID**

Attested by


TAHIR S. LIDASAN, JR., CESO II
Executive Director

Approved by:


GUILING A. MAMONDIONG
Secretary

