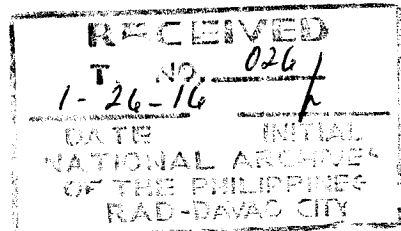


NAP Form No. 3
Revised 2012

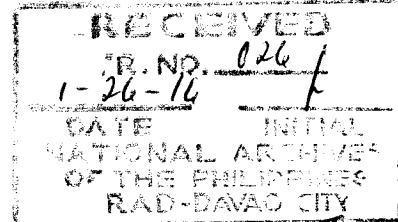
Accomplish in 3 Copies

NATIONAL ARCHIVES OF THE PHILIPPINES Pambansang Sinupan ng Pilipinas		Agency Name CITY GOVERNMENT OF DAVAO	
REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS		Address City Hall, San Pedro St., Davao City	
Date January 18, 2016		Telephone Number 09175485818	Email Address carc@davaocity.gov.ph
GRDS/RDS ITEM NOS.	RECORDS SERIES TITLE AND DESCRIPTION	PERIOD COVERED	RETENTION PERIOD and PROVISIONS COMPLIED
OF 2011			
1	ANNOUNCEMENTS	2010-2013	
	<i>Records and Correspondence Division</i>	2012-2013	
	<i>Public Services Employment Office</i>	2010-2013	
3	CERTIFICATIONS – GOOD MORAL CHARACTER	2012-2013	
	<i>Records and Correspondence Division</i>	2012-2013	
3	CERTIFICATIONS – QUARRY	1996-2012	
	<i>City Engineer's Office</i>	1996-2012	
4	CERTIFICATES OF APPEARANCE	2009-2010	
	<i>City Administrator's Office</i>	2009-2010	
7	CORRESPONDENCES – ROUTINE	1999-2013	
	<i>City Accountant's Office</i>	2003-2009	
	<i>City Administrator's Office</i>	2010-2012	
	<i>City Cooperative Development Office</i>	1999-2012	
	<i>City Library</i>	2010-2012	
	<i>Museo Dabawenyo</i>	2008-2013	
13	PERMITS – QUARRY (Extra Copies)	2011-2012	Permanent copies kept by CENRO
	<i>Records and Correspondence Division</i>	2011-2012	
14	LISTS – OTHERS	1990-2012	
	<i>City Administrator's Office</i>	1990-2012	
20	CERTIFICATES OF INCOME TAX WITHHELD (Extra copies)	2010-2011	Original copies returned to concerned employees
	<i>City Environment and Natural Resources Office</i>	2011	
	<i>Records and Correspondence Division</i>	2010	
51	CERTIFICATIONS – LANDHOLDING	2008-2013	
	<i>City Assessor's Office</i>	2008-2013	
51	CERTIFICATIONS – IMPROVEMENTS	2009-2013	
	<i>City Assessor's Office</i>	2009-2013	
56	JOURNALS – ASSESSMENTS OF TRANSACTIONS (Extra Copies)	2003-2012	Official copies kept by City Assessor's Office
	<i>City Assessor's Office</i>	2003-2012	
62	NOTICES – ASSESSMENTS AND TAX BILLS/REAL PROPERTY TAX ORDERS OF PAYMENT (Extra Copies)	2009-2010	Official copies of unsettled accounts kept by City Assessor's Office

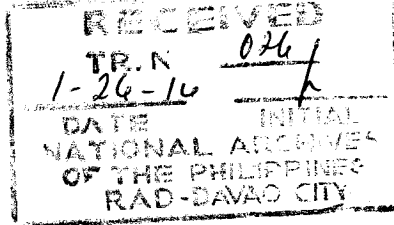
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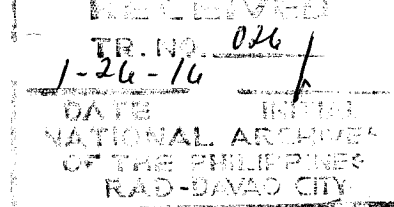
GRDS/RDS ITEM NOS.	RECORDS SERIES TITLE AND DESCRIPTION	PERIOD COVERED	RETENTION PERIOD and PROVISIONS COMPLIED
	<i>City Assessor's Office</i>	<i>2009-2010</i>	
71	TAX DECLARATIONS OF REAL PROPERTIES (Extra Copies)	2008	Official copies kept in City Assessor's Office database
	<i>City Assessor's Office</i>	<i>2008</i>	<i>Extra copies/Convenience Files</i>
86	BUDGET FILES – PREPARATIONS OF DIFFERENT OFFICES	1990-2013	Official copies kept by City Budget Office
	<i>City Budget Office</i>	<i>2010-2013</i>	<i>Extra copies/Convenience Files</i>
	<i>City Treasurer's Office</i>	<i>2005-2011</i>	
	<i>City Cooperative Development Office</i>	<i>2001-2008</i>	
	<i>City Library</i>	<i>1990-2004</i>	<i>Extra copies/Convenience Files</i>
90	LOCAL BUDGETS – ANNUAL LOCAL BUDGETS AND SUPPLEMENTAL BUDGETS (Extra Copies)	1986-2014	Official copies kept by the City Budget Office
	<i>City Budget Office</i>	<i>1999-2008</i>	
	<i>City Engineer's Office</i>	<i>1980-2000</i>	
	<i>City Environment and Natural Resources Office</i>	<i>2000</i>	
	<i>City Cooperative Development Office</i>	<i>2001-2008</i>	
	<i>Human Resource Management Office</i>	<i>1986-2013</i>	
	<i>Records and Correspondence Division</i>	<i>2004-2011</i>	
	<i>City Information Office</i>	<i>2006-2013</i>	
90	LOCAL BUDGETS – ANNUAL BARANGAY BUDGETS AND SUPPLEMENTAL BUDGETS (Extra Copies)	1994-2014	Official copies kept by the Barangays concerned
	<i>City Budget Office</i>	<i>1994-2014</i>	
98	APPLICATION FOR PERMITS- BUSINESS/NEW	2014	Already renewed/expired
	<i>Business Bureau</i>	<i>2014</i>	
99	BUSINESS INSPECTION REPORTS	2001-2013	
	<i>City Treasurer's Office</i>	<i>2001</i>	
	<i>Business Bureau</i>	<i>2012</i>	
101	CERTIFICATIONS – CLOSED/RETIRED BUSINESS/NO RECORD	2014	
	<i>Business Bureau</i>	<i>2014</i>	
107	ORDERS – CLOSURE ORDERS	2012	
	<i>Business Bureau</i>	<i>2012</i>	
108	PERMITS – OCCUPATIONAL/WORKING (Extra Copies)	2003-2014	Already expired/renewed
	<i>City Treasurer's Office</i>	<i>2003-2008</i>	
	<i>Business Bureau</i>	<i>2014</i>	
109	UNCLAIMED DOCUMENTS – BUSINESS PERMITS	2014	
	<i>Business Bureau</i>	<i>2014</i>	
116	RECOMMENDATIONS/REFERRALS	2002-2011	Already acted upon
	<i>City Administrator's Office</i>	<i>2002-2011</i>	
122	STATEMENTS OF ASSETS AND LIABILITIES (Extra Copies)	2002-2014	Official copies kept by HRMO
	<i>City Administrator's Office</i>	<i>2002-2004</i>	
137	CERTIFICATES – MECHANICAL (MACHINERIES/FACTORIES/EQUIPMENT)	1996-2012	
	<i>City Engineer's Office</i>	<i>1996-2012</i>	
137	CERTIFICATES – LOCATIONAL CLEARANCES (Extra Copies)	2002-2014	Permanent copies kept by CEO



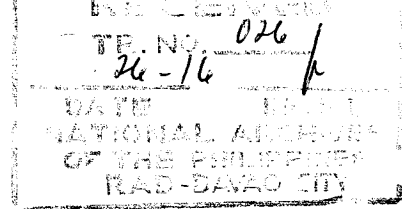
GRDS/RDS ITEM NOS.	RECORDS SERIES TITLE AND DESCRIPTION	PERIOD COVERED	RETENTION PERIOD and PROVISIONS COMPLIED
	<i>City Planning and Development Office</i>	2002-2014	
144	EQUIPMENT LEASE/RENTAL FILES	2000-2004	Already settled
	<i>City Engineer's Office</i>	2000-2004	
152	MAINTENANCE FILES – ACCOMPLISHMENT/COMPLETION REPORTS	1997-2010	
	<i>City Engineer's Office</i>	1997-2010	
152	MAINTENANCE FILES – MONTHLY ASSIGNMENTS	1996-2013	
	<i>City Engineer's Office</i>	1996-2013	
156	PERMITS – ELECTRICAL	1999-2012	Already completed
	<i>City Engineer's Office</i>	1999-2012	
156	PERMITS – DEVELOPMENT (Extra Copies)	1990-2012	Official copies kept by CPDO
	<i>City Engineer's Office</i>	1990-2012	
156	PERMITS – EXCAVATIONS (Extra Copies)	2011-2013	Official copies kept by CEO
	<i>Records and Correspondence Division</i>	2011-2013	
157	PROJECT FILES (RECONSTRUCTION/REPAIRS) – (Extra Copies)	1980-2014	Official copies kept in CEO Storage
	<i>City Engineer's Office</i>	1980-2014	Extra copies/Convenience Files
158	REPORTS – INSPECTION/INVESTIGATION	1990-2010	
	<i>City Engineer's Office</i>	1990-2010	
216	NOTICES – APPOINTMENTS (Extra Copies)	2008-2013	Official copies kept by HRMO
	<i>Records and Correspondence Division</i>	2008-2013	
224	THIRD COPIES OF PAYROLLS (Extra Copies)	1997-2014	Official copies kept by Accounting
	<i>City Budget Office</i>	1997-2005	
	<i>City Environment and Natural Resources Office</i>	2006-2010	
	<i>City Administrator's Office</i>	2004	
	<i>Records and Correspondence Division</i>	1997-2012	
	<i>Business Bureau</i>	2014	
	<i>City Information Office</i>	2000-2011	
	<i>City Library</i>	2007-2013	
233	PLANS AND PROGRAMS – ANNUAL IMPLEMENTING PLANS (Extra Copies)	2007-2012	Permanent copies kept by CPDO
	<i>Records and Correspondence Division</i>	2007	
	<i>City Information Office</i>	2008-2009	
	<i>City Library</i>	2002-2012	
248	CERTIFICATIONS – POSTING (Extra Copies)	2012-2013	
	<i>Records and Correspondence Division</i>	2012-2013	
257	MANUALS – CITIZENS' TRANSACTIONS	2009	Already revised
	<i>City Information Office</i>	2009	
260	ORDINANCES/RESOLUTIONS (EXTRA COPIES)	1992-2012	Originals kept by the SP
	<i>City Accountant's Office</i>	2003-2009	
	<i>City Budget Office</i>	1995-2012	
	<i>City Treasurer's Office</i>	1992-2012	
	<i>City Environment and Natural Resources Office</i>	2009-2010	
	<i>Records and Correspondence Division</i>	2008-2012	



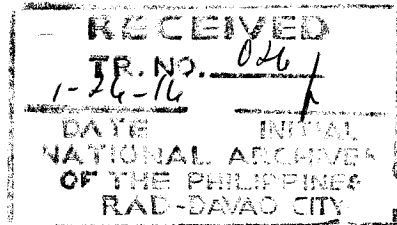
GRDS/RDS ITEM NOS.	RECORDS SERIES TITLE AND DESCRIPTION	PERIOD COVERED	RETENTION PERIOD and PROVISIONS COMPLIED
	<i>City Information Office</i>	2008-2012	
261	PRELIMINARY APPROVAL AND LOCATIONAL CLEARANCES (Extra Copies)	1990-2012	Permanent copies kept by CPDO
	<i>City Engineer's Office</i>	1990-2012	
265	SUMMONS/INVITATIONS - COMMITTEE HEARINGS/ REGULAR/SPECIAL SESSIONS (Extra Copies)	2011-2012	
	<i>Records and Correspondence Division</i>	2011-2012	
293	FINANCE COMMITTEE RESOLUTIONS (Extra copies)	2008-2012	Permanent copies kept by City Budget Office
	<i>City Budget Office</i>	2008-2012	
303	REAL PROPERTY FILES - TAX ORDER OF PAYMENT (EXTRA COPIES)	2004-2013	Official copies on file
	<i>City Treasurer's Office</i>	2004 -2012	
	<i>City Assessor's Office</i>	2013	
307	REPORTS - CONSOLIDATED DAILY CASH POSITION (Extra Copies)	2012	Official copies on file
	<i>City Treasurer's Office</i>	2012	
308	RESIDENCE CERTIFICATES (COMMUNITY TAX CERTIFICATES)		
	<i>City Treasurer's Office</i>	1996-2005	
	<i>City Library</i>	2010-2014	Extra copies/Convenience Files
317	TICKETS - MARKET CASH/PARKING/SAND AND GRAVEL/QUARRY/MOVIE THEATRES/AMUSEMENT	1998-2005	
	<i>City Treasurer's Office</i>	1998-2005	
318	TREASURER'S CERTIFICATIONS	1995-2011	
	<i>City Treasurer's Office</i>	1995-2011	
OF 2009			
1	ACKNOWLEDGEMENT RECEIPTS	2007-2012	
	<i>Business Bureau</i>	2007-2012	
3	CALENDARS/SCHEDULES OF ACTIVITIES OR EVENTS	2003-2012	
	<i>City Cooperative Development Office</i>	2003-2012	
4	CERTIFICATES OF APPEARANCE	1993-2012	
	<i>Records and Correspondence Division</i>	2009-2013	
	<i>City Library</i>	1993-2007	
5	CERTIFICATIONS	1999-2014	
	<i>City Environment and Natural Resources Office</i>	2011-2012	
	<i>City Planning and Development Office</i>	2005-2014	
	<i>City Cooperative Development Office</i>	1999-2007	
	<i>City Administrator's Office</i>	2002-2013	
7	CORRESPONDENCES (ROUTINARY)	1990-2013	Already acted upon
	<i>City Budget Office</i>	1990-2012	
	<i>City Engineer's Office</i>	1990-2007	
	<i>City Treasurer's Office</i>	1990-2007	
	<i>City Assessor's Office</i>	2008	
	<i>City Environment and Natural Resources Office</i>	1999-2007	



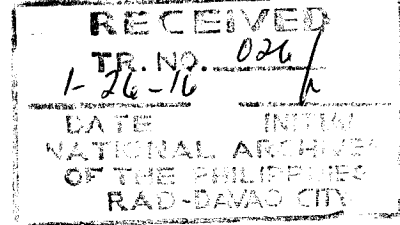
GRDS/RDS ITEM NOS.	RECORDS SERIES TITLE AND DESCRIPTION	PERIOD COVERED	RETENTION PERIOD and PROVISIONS COMPLIED
	<i>City Cooperative Development Office</i>	1999-2012	
	<i>Records and Correspondence Division</i>	1990-2013	
	<i>City Information Office</i>	1990-2013	
	<i>City Library</i>	1991-2013	
9	DIRECTORIES OF OFFICIALS AND EMPLOYEES	2010-2012	Already superseded
	<i>City Information Office</i>	2010-2012	
11	GATE PASSES (Extra Copies)	2013-2015	
	<i>City Information Office</i>	2013-2015	
12	INQUIRIES	2005-2010	Already acted upon
	<i>Records and Correspondence Division</i>	2005-2010	
13	ISSUANCES/DIRECTIVES - ROUTINARY	1984-2013	Already superseded
	<i>City Budget Office</i>	1984-2011	
	<i>City Treasurer's Office</i>	1992-2012	
	<i>City Administrator's Office</i>	1987-2013	
	<i>Human Resource Management Office</i>	2006-2013	
	<i>Records and Correspondence Division</i>	2008-2012	
	<i>City Information Office</i>	2003-2013	
	<i>Museo Dabawenyo</i>	2010-2013	
15	LOGBOOKS - INCOMING AND OUTGOING CORRESPONDENCES	1999-2013	
	<i>City Budget</i>	1999-2006	
	<i>City Engineer's Office</i>	1996-2005	
	<i>City Treasurer's Office</i>	2004-2012	
	<i>City Cooperative Development Office</i>	2001-2011	
	<i>Business Bureau</i>	2013	
	<i>City Information Office</i>	2012-2013	
15	LOGBOOKS - VISITORS (ORDINARY)	1984-2013	
	<i>City Engineer's Office</i>	1984-2007	
	<i>City Cooperative Development Office</i>	2001-2003	
	<i>Museo Dabawenyo</i>	2008-2013	
15	LOGBOOKS - OTHERS	2000-2010	
	<i>City Engineer's Office</i>	2000-2010	
17	MEETINGS (AGENDA/NOTICES)	1993-2014	
	<i>City Administrator's Office</i>	1993-2013	
	<i>Records and Correspondence Division</i>	2012	
	<i>City Information Office</i>	2011-2014	
	<i>City Library</i>	1998-2013	
	<i>Museo Dabawenyo</i>	2011-2013	
26	REPORTS - MONTHLY, QUARTERLY, SEMI-ANNUAL	1990-2013	Already incorporated in the Annual Report
	<i>City Engineer's Office</i>	1990-2013	
	<i>City Environment and Natural Resources Office</i>	2004-2009	
	<i>City Cooperative Development Office</i>	2005-2013	
	<i>Records and Correspondence Division</i>	2005-2012	
	<i>City Information Office</i>	1998-2013	



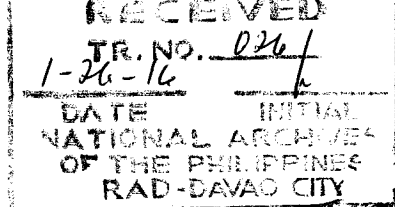
GRDS/RDS ITEM NOS.	RECORDS SERIES TITLE AND DESCRIPTION	PERIOD COVERED	RETENTION PERIOD and PROVISIONS COMPLIED
26	REPORTS – OTHERS	1994-2013	Already incorporated in the Annual Report
	<i>City Engineer's Office</i>	2000-2007	
	<i>City Environment and Natural Resources Office</i>	1994-2012	
	<i>City Administrator's Office</i>	2005-2013	
	<i>City Cooperative Development Office</i>	2005-2013	
	<i>Records and Correspondence Division</i>	2001-2012	
	<i>Business Bureau</i>	2007-2012	
	<i>City Library</i>	2005-2013	
	<i>Museo Dabawenyo</i>	2009-2012	
27	REQUESTS	1998-2014	Already acted upon.
	<i>City Accountant's Office</i>	2007-2013	
	<i>City Treasurer's Office</i>	2011-2012	
	<i>City Environment and Natural Resources Office</i>	2007-2013	
	<i>City Administrator's Office</i>	2000-2012	
	<i>City Cooperative Development Office</i>	2001-2014	
	<i>Records and Correspondence Division</i>	2010-2013	
	<i>Business Bureau</i>	2007-2012	
	<i>City Information Office</i>	2002-2014	
	<i>City Library</i>	1998-2006	
28	SLIPS – LOCATORS/PASS/PERMISSION	1997-2014	Already posted in leave cards
	<i>City Budget Office</i>	1997-2012	
	<i>City Engineer's Office</i>	1997-2015	Extra copies/Convenience Files
	<i>City Treasurer's Office</i>	2001-2005	
	<i>City Cooperative Development Office</i>	1999-2014	
	<i>Records and Correspondence Division</i>	2011-2013	
	<i>City Library</i>	2012-2014	
32	TRIP TICKETS/GASOLINE ALLOCATION SUMMARY AND TRAVEL AUTHORITY	1999-2014	Official copies attached to Voucher
	<i>City Engineer's Office</i>	2007-2014	Extra copies/Convenience Files
	<i>City Environment and Natural Resources Office</i>	2009-2011	
	<i>City Cooperative Development Office</i>	1999-2011	
	<i>City Library</i>	2010-2014	
33	ALLOTMENT FILES – ALLOTMENT RELEASE ORDERS (AROs)	2003-2012	
	<i>City Budget Office</i>	2003-2011	
	<i>City Engineer's Office</i>	2007-2012	Extra copies/Convenience Files
	<i>City Cooperative Development Office</i>	2000-2012	
33	ALLOTMENT FILES – OBLIGATION REQUESTS/SLIPS/WORK PLANS AND REQUESTS FOR ALLOTMENT/REQUESTS FOR OBLIGATION OF ALLOTMENTS/STATEMENTS OF APPROPRIATIONS/ALLOTMENT AND ADVICE (SAA)	1998-2013	
	<i>City Budget Office</i>	2003-2012	
	<i>City Engineer's Office</i>	1998-2010	Extra copies/Convenience Files
	<i>City Cooperative Development Office</i>	2000-2012	Extra copies/Convenience Files



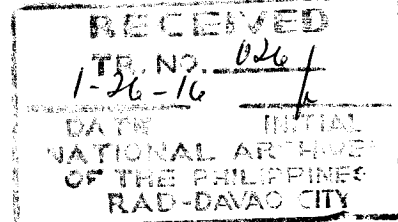
GRDS/RDS ITEM NOS.	RECORDS SERIES TITLE AND DESCRIPTION	PERIOD COVERED	RETENTION PERIOD and PROVISIONS COMPLIED
	<i>City Environment and Natural Resources Office</i>	2007-2012	Extra copies/Convenience Files
	<i>Business Bureau</i>	2007-2012	Extra copies/Convenience Files
	<i>City Information Office</i>	2009-2010	Extra copies/Convenience Files
	<i>City Library</i>	2000-2013	Extra copies/Convenience Files
	<i>Museo Dabawenyo</i>	2010-2013	Extra copies/Convenience Files
47	ABSTRACTS – DAILY COLLECTIONS	2001-2005	
	<i>City Treasurer's Office</i>	2001-2005	
52	AUTHORIZATIONS – OVERTIME/PURCHASE OF EQUIPMENT /PROPERTY/TRANSFERS OF FUNDS/TRAVEL/ OTHERS	2009-2013	Already expired
	<i>City Treasurer's Office</i>	2009-2012	
	<i>Records and Correspondence Division</i>	2010-2013	
55	BONDING/FIDELITY FILES		Already expired/refunded
	<i>City Treasurer's Office</i>	2006-2011	
	<i>City Library</i>	1995-2003	
74	OFFICIAL RECEIPTS	1988-2005	Triplicates/Already post-audited, finally settled and not involved in any case
	<i>City Treasurer's Office</i>	1995-2005	
	<i>City Engineer's Office</i>	1988-1991	
82	REPORTS – COLLECTING AND DISBURSING OFFICERS (COLLECTIONS AND DEPOSITS)	1994-2012	Already post-audited/settled/ not involved in any case
	<i>City Treasurer's Office</i>	1994-2012	
84	STATEMENTS OF ACCOUNTS – CURRENT	1995-2012	
	<i>City Budget Office</i>	2002-2012	
	<i>City Environment and Natural Resources Office</i>	2005-2006	Extra copies/Convenience Files
	<i>Records and Correspondence Division</i>	2010-2012	
	<i>Business Bureau</i>	2009	
	<i>City Library</i>	1995	
90	TRIAL BALANCES AND SUPPORTING SCHEDULES – FINAL ANNUAL TRIAL BALANCES (Extra copies)	2000-2013	Official copies kept by Accounting
	<i>City Budget Office</i>	2000-2005	
	<i>City Information Office</i>	2006-2013	
91	VOUCHERS INCLUDING BILLS, INVOICES AND OTHER SUPPORTING DOCUMENTS (EXTRA COPIES)	1989-2012	Official copies kept by Accounting
	<i>City Engineer's Office</i>	1989-2002	
	<i>City Environment and Natural Resources Office</i>	2007-2010	
	<i>City Cooperative Development Office</i>	2000	
	<i>Records and Correspondence Division</i>	2010	
	<i>Business Bureau</i>	2007-2012	
	<i>City Information Office</i>	2010	
	<i>City Library</i>	1995-2012	
	<i>Public Employment Services Office</i>	2010	
92	WITHHOLDING TAX CERTIFICATES (EXTRA COPIES)	1998-2013	Official copies kept by Accounting



GRDS/RDS ITEM NOS.	RECORDS SERIES TITLE AND DESCRIPTION	PERIOD COVERED	RETENTION PERIOD and PROVISIONS COMPLIED
	<i>City Administrator's Office</i>	1998-2010	
	<i>City Engineer's Office</i>	2004-2013	
94	APPLICATIONS – LEAVES OF ABSENCES AND SUPPORTING DOCUMENTS	1997-2013	Already posted in leave cards and post-audited
	<i>Human Resource Management Office</i>	2006	
	<i>City Budget Office</i>	1997-2012	
	<i>City Accountant's Office</i>	2007-2012	
	<i>City Engineer's Office</i>	1998-2003	
	<i>City Cooperative Development Office</i>	2002-2012	
	<i>Records and Correspondence Division</i>	2009-2013	
	<i>City Library</i>	2005-2013	
94	APPLICATIONS – EMPLOYMENT	2008-2014	
	<i>Human Resource Management Office</i>	2010-2014	
	<i>City Environment and Natural Resources Office</i>	2008	
	<i>Public Employment Services Office</i>	2010-2013	
94	APPLICATIONS – RETIREMENT/RESIGNATION	2006-2012	
	<i>Records and Correspondence Division</i>	2006-2012	
95	ATTENDANCE MONITORING SHEETS	1993-2014	Already posted in leave cards
	<i>Human Resource Management Office</i>	2008-2014	
	<i>City Budget Office</i>	1997-2012	
	<i>City Accountant's Office</i>	2012	
	<i>City Engineer's Office</i>	1993-2011	
	<i>City Environment and Natural Resources Office</i>	2008-2013	
	<i>City Administrator's Office</i>	2008-2014	
	<i>City Cooperative Development Office</i>	1999-2014	
	<i>City Library</i>	2010-2013	
	<i>Museo Dabawenyo</i>	2008-2013	
96	REQUESTS TO FILL VACANT POSITIONS (Extra Copies)	2008	Official copies kept by HRMO
	<i>Records and Correspondence Division</i>	2008	
97	CERTIFICATIONS – EMPLOYMENT/SERVICE/RESIDENCY/ OTHERS (LEAVE CREDITS)	1999-2007	
	<i>City Cooperative Development Office</i>	1999-2007	
99	DAILY TIME RECORDS	1980-2014	Already posted in leave cards and post-audited
	<i>City Accountant's Office</i>	2007-2012	
	<i>City Engineer's Office</i>	1980-2014	
	<i>City Treasurer's Office</i>	1999-2012	
	<i>City Administrator's Office</i>	2013	
	<i>City Environment and Natural Resources Office</i>	2008-2013	
	<i>City Cooperative Development Office</i>	2008-2013	
	<i>Records and Correspondence Division</i>	2008-2013	
	<i>Business Bureau</i>	2014	
	<i>City Library</i>	2002-2013	
100	EMPLOYEE INTERVIEW RECORDS	2004-2010	



GRDS/RDS ITEM NOS.	RECORDS SERIES TITLE AND DESCRIPTION	PERIOD COVERED	RETENTION PERIOD and PROVISIONS COMPLIED
	<i>Human Resource Management Office</i>	2004-2010	
102	JOB ORDER EMPLOYMENT CONTRACTS (Extra Copies)	1993-2009	Active copies kept by HRMO
	<i>Human Resource Management Office</i>	1993-2011	
	<i>City Engineer's Office</i>	1995-2009	
105	LOGBOOKS OF ATTENDANCE	2008-2012	Already posted in leave cards and post-audited
	<i>Records and Correspondence Division</i>	2008-2013	
	<i>City Information Office</i>	2012	
109	PERFORMANCE FILES – EVALUATION AND TARGET WORKSHEETS	1999-2014	
	<i>Human Resource Management Office</i>	2008-2014	
	<i>City Engineer's Office</i>	2000-2012	
	<i>City Administrator's Office</i>	2007-2012	
	<i>City Cooperative Development Office</i>	1999-2012	
	<i>Records and Correspondence Division</i>	2006-2012	
	<i>City Information Office</i>	1999- 2010	
110	PERMISSIONS TO ENGAGE IN BUSINESS/PRIVATE PRACTICE/TEACHING (Extra copies)	2011	Already expired
	<i>Records and Correspondence Division</i>	2011	Extra copies/Convenience Files
111	PERSONAL DATA SHEETS (CURRICULUM VITAE/RESUME)	1993-2014	Already superseded
	<i>Human Resource Management Office</i>	2004-2014	
	<i>City Engineer's Office</i>	1993-2012	Extra copies/Convenience Files
	<i>City Administrator's Office</i>	2002-2011	Extra copies/Convenience Files
112	PERSONNEL FOLDERS (201 FILES) – EXTRA COPIES	1968-2009	Official files kept by HRMO
	<i>City Engineer's Office</i>	1968-1996	
	<i>City Treasurer's Office</i>	1985-1990	
	<i>City Environment and Natural Resources Office</i>	2009	
113	PLANTILLA OF PERSONNEL (Extra Copies)	2004-2011	Active copies kept by HRMO
	<i>Records and Correspondence Division</i>	2004-2011	
114	INVENTORIES OF EQUIPMENT AND SUPPLIES	2002	Already updated
	<i>City Library</i>	2002	
116	RECOMMENDATIONS/REFERRALS	2003-2012	Already acted upon
	<i>Human Resource Management Office</i>	2003-2011	
	<i>Records and Correspondence Division</i>	2012	
118	REQUESTS (ACCUMULATED LEAVE CREDITS/APPROVAL ON PROMOTIONS/CHANGES OF STATUS/REINSTATEMENTS/ TRANSFERS, OTHERS)	2010-2013	Already acted upon
	<i>Human Resource Management Office</i>	2010-2013	
124	AFFIDAVITS	2014	Purpose had been served
	<i>Business Bureau</i>	2014	
136	Acknowledgement Receipts for Equipment (ARE/ Memorandum Receipts of Equipment (MRE), Semi-Expendable & Non-Expendable Properties (Extra Copies)	1998-2005	Official copies kept by GSO
	<i>City Environment and Natural Resources Office</i>	2000	



GRDS/RDS ITEM NOS.	RECORDS SERIES TITLE AND DESCRIPTION	PERIOD COVERED	RETENTION PERIOD and PROVISIONS COMPLIED
	<i>City Library</i>	1998-2005	
137	ANNUAL PROCUREMENT PLANS (Extra Copies)		Official copies kept by GSO
	<i>Records and Correspondence Division</i>	2007	
	<i>City Information Office</i>	2007-2011	
138	BIDS AND AWARDS COMMITTEE FILES (Extra Copies)	1997-2013	Official copies kept by GSO
	<i>City Budget Office</i>	2011	
	<i>Business Bureau</i>	2007-2008	
	<i>City Information Office</i>	2011-2013	
	<i>City Library</i>	1997-2013	
	<i>Museo Dabawenyo</i>	2013	
140	BIN CARDS/STOCK CARDS ON SUPPLIES	2009-2012	
	<i>City Engineer's Office</i>	2009-2011	
	<i>City Information Office</i>	2009-2012	
141	CANVASS OF PRICES (Extra Copies)	2003	Official copies kept by GSO or attached to vouchers
	<i>City Information Office</i>	2003	
150	MONTHLY REPORTS OF SUPPLIES AND MATERIALS ISSUED	2010-2012	
	<i>City Information Office</i>	2010-2012	
152	PURCHASE ORDERS (Extra copies)	1995-2013	Official copies attached to Voucher
	<i>City Engineer's Office</i>	1995-2012	
	<i>City Environment and Natural Resources Office</i>	2009-2010	
	<i>City Cooperative Development Office</i>	2000-2010	
	<i>Records and Correspondence Division</i>	2009	
	<i>Business Bureau</i>	2007-2012	
	<i>City Information Office</i>	2009-2010	
	<i>Museo Dabawenyo</i>	2008-2013	
153	PURCHASE REQUESTS (Extra copies)	1995-2013	Official copies attached to Voucher
	<i>City Engineer's Office</i>	1995-2012	
	<i>City Environment and Natural Resources Office</i>	2009-2012	
	<i>City Cooperative Development Office</i>	2000-2010	
	<i>Records and Correspondence Division</i>	2009	
	<i>Business Bureau</i>	2007-2012	
	<i>City Information Office</i>	2012-2013	
	<i>Museo Dabawenyo</i>	2008-2013	
155	REPORTS OF WASTE MATERIALS (Extra copies)	2003-2013	Official copies kept by GSO
	<i>City Information Office</i>	2013	
	<i>City Library</i>	2003-2011	
156	REQUISITION AND ISSUE SLIPS (Extra copies)	1990-2013	Active files kept by GSO
	<i>City Engineer's Office</i>	1990-2005	
	<i>City Environment and Natural Resources Office</i>	2013	
	<i>City Cooperative Development Office</i>	2005-2013	
	<i>City Information Office</i>	2003-2004	
	<i>City Library</i>	1992-2004	
	<i>Museo Dabawenyo</i>	2010-2011	

GRDS/RDS ITEM NOS.	RECORDS SERIES TITLE AND DESCRIPTION	PERIOD COVERED	RETENTION PERIOD and PROVISIONS COMPLIED
160	SUPPLIES AVAILABILITY INQUIRIES	1980-2003	
	<i>City Engineer's Office</i>	<i>1980-2003</i>	
171	TRAINING REPORTS (Extra Copies)	2005-2012	Official copies kept by Proponents
	<i>Records and Correspondence Division</i>	<i>2005-2012</i>	
216	NOTICES - NOTICE OF SALARY ADJUSTMENT (NOSA)/ SALARY INCREMENT (NOSI)/LONGEVITY PAY (Extra Copies)	2010-2012	Official copies in Files 201 kept by HRMO
	<i>Human Resource Management Office</i>	<i>2010-2012</i>	

UNCLASSIFIED

	APPLICATIONS - COOPERATIVE REGISTRATION		
	<i>City Cooperative Development Office</i>	<i>2003-2013</i>	<i>Extra copies/Convenience Files</i>
	APPLICATIONS - HULAGWAY ENTRIES		
	<i>City Information Office</i>	<i>2011-2014</i>	
	LAND TITLES (Photocopies/Extra copies)		
	<i>City Assessor's Office</i>	<i>2000</i>	
	MASTERLISTS - JOB ORDERS AND CONTRACTS OF SERVICES (Extra Copies)	<i>2003</i>	Active copies kept on file

Location of Records:

City Archives and Records Center, Davao City
Overland Transport Terminal, Ecoland

Volume in Cubic Meters:

205 cubic meters (approximate)

Prepared by:

ANN VICTORIA G. SILVOSA

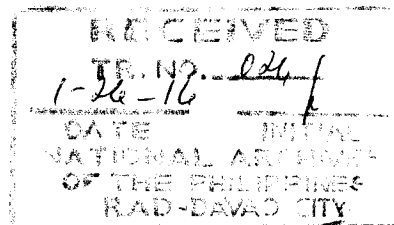
Position:

City Gov't. Ass't. Dep't. Head II/
Overseer, City Archives and Records Center

CERTIFIED AND APPROVED BY:

THIS IS TO CERTIFY that the abovementioned records are no longer needed and not involved nor connected in any administrative or judicial cases.

JESUS MELCHOR V. QUITAIN
City Administrator





NATIONAL ARCHIVES OF THE PHILIPPINES
Pambansang Sinupan ng Pilipinas

AUTHORITY TO DISPOSE OF RECORDS

AUTHORITY NO.:

AM-2016-010

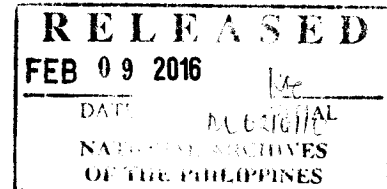
DATE:

January 28, 2016

MODE OF DISPOSAL:

SALE/LANDFILL

JESUS MELCHOR V. QUITAIN
City Administrator
City Gov't of Davao - Office of the City Mayor



Attention: ANN VICTORIA G. SILVOSA
Ass't. Dept. Head II/CARC Overseer

Sir:

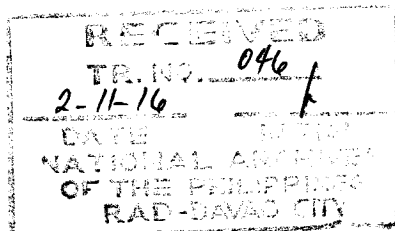
Your request for authority to dispose of valueless records received by this office on January 26, 2016 has been approved in compliance with Rule 31, Article 47c-d of the Implementing Rules and Regulations of Republic Act No. 9470. The disposal of records shall be witnessed by:

1. The authorized representative of this Office who shall accomplish the Certificate of Disposal of Records (NAP Form No. 6) in three (3) copies;
2. The authorized representative from the Commission on Audit and;
3. The Agency's duly authorized representative.

All the aforementioned witnesses shall sign and keep a copy of the Certificate of Disposal of Records upon actual disposal for reference and documentation.

VICTORINO MAPA MANALO
Executive Director

By:



Virginia E. Darlucio
VIRGINIA E. DARLUCIO
Deputy Executive Director



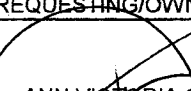
1-28-16

Encl: NAP Form No.4 – Records Management Analysis Report


NATIONAL ARCHIVES OF THE PHILIPPINES Pambansang Sinupan ng Pilipinas CERTIFICATE OF DISPOSAL OF RECORDS		1. AGENCY NAME:	
		OFFICE OF THE CITY MAYOR Davao City	
3. LOCATION OF RECORDS: City Archives and Records Center Davao City Overland Terminal, Ecoland, Davao City		2. ADDRESS:	
		City Hall, Davao City	
4. CONTROL NO: (Date & Authority No.)		AM-2016-010 dtd. January 28, 2016	
5. ITEM NO.	6. RECORDS SERIES TITLE AND DESCRIPTION	7. PERIOD COVERED	
GRDS 2011			
1	Announcements	2010-2013	
3	Certifications		
	Good Moral	2012-2013	
	Quarry	1996-2012	
4	Certificates of Appearance	2009-2010	
7	Correspondence-Routine	1999 -2013	
13	Permits - Quarry (Extra Copies)	2011-2012	
14	List-Others	1990-2012	
20	Certificates of Income Tax Withheld (Extra Copies)	2010-2011	
51	Certifications		
	Landholdings	2008-2013	
	Improvements	2009-2013	
56	Journals-Assessment of Transactions (Extra Copies)	2003-2012	
62	Notices- Assessments and Tax Bills/Real Property Tax	2009-2010	
	Orders of Payment (Extra Copies)		
71	Tax Declaration of Real Properties (Extra Copies)	2008	
86	Budget Files - Preparations of Different Offices (Extra Copies)	1990-2013	
90	Local Budgets (Extra Copies)		
	Annual Local Budgets and Supplemental Budgets	1986-2014	
	Annual Barangay Budgets and Supplemental Budget	1994-2014	
98	Application for Permits-Business/New (Expired)	2014	
99	Business Inspection Reports	2001-2013	
101	Certifications-Closed/Retired Business/No Record	2014	
107	Closure Orders	2012	
108	Permits-Occupational/Working (Extra Copies)	2003-2014	
109	Unclaimed Documents - Business Permits	2014	
116	Recommendations/Referrals	2002-2011	
8. TOTAL VOLUME IN CUBIC METERS:		9. TOTAL WIEGHT IN KILOS:	10. AMOUNT PAID:
100.38		351.856	P96,795
11. MODE:		12. PLACE:	13. O. R. NO. & DATE OF PAYMENT:
<input checked="" type="checkbox"/> Sale <input type="checkbox"/> Sale After Shredding <input type="checkbox"/> Land Fill <input type="checkbox"/> Others-Specify _____		Davao City	6780784 B 3-3-16
		14. DATE:	15. BUYER:
		March 1, 2016	 Danila M. Lacoste D' Lacoste Enterprise
16. NAMES AND SIGNATURES OF WITNESSES/REPRESENTATIVES:			
NATIONAL ARCHIVES OF THE PHILIPPINES:		COMMISSION ON AUDIT:	REQUESTING/OWNING AGENCY:
 RONALDO C. FERARIZA Head-RAN, Davao		 CZARAN S. PALBAN State Auditing Examiner II	 ANN VICTORIA G. SILVOSA City Govt. Asst. Dept. Head II

NATIONAL ARCHIVES OF THE PHILIPPINES Pambansang Sinupan ng Pilipinas CERTIFICATE OF DISPOSAL OF RECORDS		1. AGENCY NAME:	
		OFFICE OF THE CITY MAYOR Davao City	
3. LOCATION OF RECORDS:		2. ADDRESS:	
		City Hall, Davao City	
City Archives and Records Center Davao City Overland Terminal, Ecoland, Davao City		4. CONTROL NO: (Date & Authority No.)	
		AM-2016-010 dtd. January 28, 2016	
5. ITEM NO.	6. RECORDS SERIES TITLE AND DESCRIPTION	7. PERIOD COVERED	
122	Statements of Assets and Liabilities (Extra Copies)	2002-2014	
137	Certificates		
	Mechanical (Machineries/Factories/Equipments)	1996-2012	
	Locational Clearance (Extra Copies)	2002-2014	
144	Equipment Lease/Rental Files (Settled)	2000-2004	
152	Maintenance Files		
	Accomplishment/Completion Reports	1997-2010	
	Monthly Assignments	1996-2013	
156	Permits		
	Electrical	1999-2012	
	Development (Extra Copies)	1990-2012	
	Excavations (Extra Copies)	2011-2013	
157	Project Files-Reconstruction/Repairs (Extra Copies)	1980-2014	
158	Reports-Investigation/Inspection	1990-2010	
216	Notices-Appointments (Extra Copies)	2008-2013	
224	Third Copies of Payrolls (Extra Copies)	1997-2014	
233	Plans and Programs - Annual Implementing Plans (Extra Copies)	2007-2012	
248	Certifications-Posting (Extra Copies)	2012-2013	
257	Manuals-Citizen's Transactions	2009	
260	Ordinances/Resolutions (Extra Copies)	1992-2012	
261	Preliminary Approval and Locational Clearance (Extra Copies)	1990-2012	
265	Summons-Committee Hearings/Regular/Special Session (Extra Copies)	2011-2012	
293	Finance Committee Resolutions (Extra Copies)	2008-2012	
303	Real Property Files-Tax Order of Payment (Extra Copies)	2004-2013	
307	Reports-Consolidated Daily Cash Position (Extra Copies)	2012	
308	Residence Certificates (Extra Copies)	1996-2005, 2010-2014	
8. TOTAL VOLUME IN CUBIC METERS:		9. TOTAL WEIGHT IN KILOS:	10. AMOUNT PAID:
100.38		35,256	₱ 96,795
11. MODE:		12. PLACE:	13. O. R. NO. & DATE OF PAYMENT:
<input checked="" type="checkbox"/> Sale <input type="checkbox"/> Sale After Shredding <input type="checkbox"/> Land Fill <input type="checkbox"/> Others-Specify _____		Davao City	6780784B 3-3-16
		14. DATE:	15. BUYER:
		March 1, 2016	 Danila M. Lacoste D' Lacoste Enterprise
16. NAMES AND SIGNATURES OF WITNESSES/REPRESENTATIVES:			
NATIONAL ARCHIVES OF THE PHILIPPINES:		COMMISSION ON AUDIT:	REQUESTING/OWNING AGENCY:
 RONALDO C. FERARIZA Head-RAN, Davao		 CZAR IAN S. PALBAN State Auditing Examiner II	 ANN VICTORIA G. SILVOSA City Govt. Asst. Dept. Head II

NATIONAL ARCHIVES OF THE PHILIPPINES Pambansang Sinupan ng Pilipinas CERTIFICATE OF DISPOSAL OF RECORDS		1. AGENCY NAME: OFFICE OF THE CITY MAYOR Davao City	
		2. ADDRESS: City Hall, Davao City	
3. LOCATION OF RECORDS: City Archives and Records Center Davao City Overland Terminal, Ecoland, Davao City		4. CONTROL NO: (Date & Authority No.) AM-2016-010 dtd. January 28, 2016	
5. ITEM NO.	6. RECORDS SERIES TITLE AND DESCRIPTION	7. PERIOD COVERED	
317	Tickets - Market Cash/Parking/Sand and Gravel/Quarry	1998-2005	
318	Movie Theatres/Amusement		
	Treasurer's Certification	1995-2011	
GRDS 2009			
1	Acknowledgment Receipts-Routing Slips	2007-2012	
3	Calendars/Schedules of Activities or Events	2003-2012	
4	Certificates of Appearance	1993-2013	
5	Certifications	1999-2014	
7	Correspondence-routinary	1990-2013	
9	Directories of Officials and Employees	2010-2012	
11	Gate Pass (Extra Copies)	2013-2015	
12	Inquiries	2005-2010	
13	Issuance/Directives-Routinary	1984-2013	
15	Logbooks		
	Incoming and Outgoing Correspondences	1999-2013	
	Visitors (Ordinary)	1984-2013	
	Others	2000-2010	
17	Meeting (Agenda/Notices)	1993-2014	
26	Reports		
	Monthly, Quarterly, Semi-Annual	1990-2013	
	Others	1994-2013	
27	Requests (Acted Upon)	1998-2014	
28	Slips - Locators/Pass/Permission (Posted in the Leave Card)	1997-2014	
32	Trip Tickets/Gasoline Allocation Summary and Travel Authority	1999-2014	
33	Allotment Files		
	Allotment Release Orders (AROs)	2003-2012	
	Obligation Requests/Slips/Work Plans and Request for Allotment	1998-2013	
8. TOTAL VOLUME IN CUBIC METERS: 100.38		9. TOTAL WIEGHT IN KILOS: 35.850	
10. AMOUNT PAID: P 96,775			
11. MODE: <input checked="" type="checkbox"/> Sale <input type="checkbox"/> Sale After Shredding <input type="checkbox"/> Land Fill <input type="checkbox"/> Others-Specify _____		12. PLACE: Davao City	
		13. O. R. NO. & DATE OF PAYMENT: 67807848 3-3-16	
		14. DATE: March 1, 2016	15. BUYER: Danilo M. Lacoste D' Lacoste Enterprise
16. NAMES AND SIGNATURES OF WITNESSES/REPRESENTATIVES:			
NATIONAL ARCHIVES OF THE PHILIPPINES:		COMMISSION ON AUDIT:	REQUESTING/OWNING AGENCY:
 RONALDO C. FERARIZA Head-RAN, Davao		 CZAR IAN S. PALBAN State Auditing Examiner II	 ANN VICTORIA G. SILVOSA City Govt. Asst. Dept. Head II

NATIONAL ARCHIVES OF THE PHILIPPINES Pambansang Sinupan ng Pilipinas CERTIFICATE OF DISPOSAL OF RECORDS		1. AGENCY NAME:	
		OFFICE OF THE CITY MAYOR Davao City	
3. LOCATION OF RECORDS: City Archives and Records Center Davao City Overland Terminal, Ecoland, Davao City		2. ADDRESS: City Hall, Davao City	
		4. CONTROL NO: (Date & Authority No.) AM-2016-010 dtd. January 28, 2016	
5. ITEM NO.	6. RECORDS SERIES TITLE AND DESCRIPTION	7. PERIOD COVERED	
	Request for Obligation of Allotments/Statements of Appropriations/ Allotment and Advice (Extra Copies)		
47	Abstracts -Daily Collections	2001-2005	
52	Authorizations-Overtime/Purchase of Equipment/Property/Transfer of Funds/Travel/Others (Expired)	2009-2013	
55	Bonding/Fidelity Files (Expired)	1995-2003, 2006-2011	
74	Official Receipts (Post-audited, Settled and not involved in any case)	1988-2005	
82	Reports - Collections and Deposits (Post -audited, settled and not involved in any case and extra copies only)	1994-2012	
84	Statement of Accounts-Current	1995-2012	
90	Trial Balances and Supporting Schedules-Final Annual Trial Balance (Extra Copies/Official Copies kept by Accounting)	2000-2013	
91	Vouchers including Bills, Invoices and other Supporting Documents	1989-2012	
92	Withholding Tax Certificates (Extra Copies)	1998-2013	
94	Applications		
	Leave of Absences & Supporting Documents (Already posted in the Leave Cards)	1997-2013	
	Employment	2008-2014	
	Retirement/Resignation	2006-2012	
95	Attendance Monitoring Sheets (Posted in the Leave Cards)	1993-2014	
96	Request to fill-up vacant positions (Extra Copies)	2008	
97	Certifications-Employment/Service/Residency/Others (Leave Credits)	1999-2007	
99	Daily Time Records (Already posted in the Leave Card)	1980-2014	
100	Employee Interview Records	2004-2010	
102	Job Order Employment Contract (Extra Copies)	1993-2009	
105	Logbooks of Attendance (Already posted in the Leave Card)	2008-2012	
109	Performance Files-Evaluation and Target Worksheet	1999-2014	
110	Permit-Engage in Business/Private Practice/Teaching (Extra Copies)	2011	
8. TOTAL VOLUME IN CUBIC METERS: 100.38		9. TOTAL WIEGHT IN KILOS: 35.850	
		10. AMOUNT PAID: P 96,795	
11. MODE: <input checked="" type="checkbox"/> Sale <input type="checkbox"/> Sale After Shredding <input type="checkbox"/> Land Fill <input type="checkbox"/> Others-Specify _____		12. PLACE: Davao City	
		13. O. R. NO. & DATE OF PAYMENT: 6780789B 3-3-16	
		14. DATE: March 1, 2016	15. BUYER: Danila M. Lacoste D' Lacoste Enterprise
16. NAMES AND SIGNATURES OF WITNESSES/REPRESENTATIVES:			
NATIONAL ARCHIVES OF THE PHILIPPINES:		COMMISSION ON AUDIT:	REQUESTING/OWNING AGENCY:
 RONALDO C. FERARIZA Head-RAN, Davao		 CZAR IAN S. PALBAN State Auditing Examiner II	 ANN VICTORIA G. SILVOSA City Govt. Asst. Dept Head II

NATIONAL ARCHIVES OF THE PHILIPPINES Pambansang Sinupan ng Pilipinas CERTIFICATE OF DISPOSAL OF RECORDS		1. AGENCY NAME:	
		OFFICE OF THE CITY MAYOR Davao City	
3. LOCATION OF RECORDS: City Archives and Records Center Davao City Overland Terminal, Ecoland, Davao City		2. ADDRESS: City Hall, Davao City	
		4. CONTROL NO: (Date & Authority No.) AM-2016-010 dtd. January 28, 2016	
5. ITEM NO.	6. RECORDS SERIES TITILE AND DESCRIPTION	7. PERIOD COVERED	
111	Personal Data Sheets-Curriculum Vitae/Resume (Superseded)	1993-2014	
112	Personnel Folder 201 Files - Extra Copies	1968-2009	
113	Plantilla of Personnel (Extra Copies)	2004-2011	
114	Inventories of Equipment and Supplies (Updated)	2002	
116	Recommendations/Referrals	2003-2012	
118	Requests Already acted upon - Accumulated Leave Credits/Approval on Promotions/Changes of Status/Reinstatements/Transfers, Others	2010-2013	
124	Affidavits	2014	
136	Acknowledgement and Memorandum Receipts of Equipments, Semi-Expendable & Non-Expendable Properties (Extra Copies)	1998-2005	
137	Annual Procurement Plans (Extra Copies)	2007-2011	
138	Bids and Awards Committee Files (Extra Copies)	1997-2013	
140	Bin Cards/Stock Cards on Supplies	2009-2012	
141	Canvass of Prices (Extra Copies)	2003	
150	Monthly Report of Supplies and Materials Issued	2010-2012	
152	Purchase Orders (Extra Copies)	1995-2013	
153	Purchase Requests (Extra Copies)	1995-2013	
155	Reports of Waste Materials (Extra Copies)	2003-2013	
156	Requisition and Issue Slips (Extra Copies)	1990-2013	
160	Supplies Availability Inquiries	1980-2003	
171	Training Reports (Extra Copies)	2005-2012	
216	Notices of Salary Adjustment & Increment, Longevity Pay (Extra Copies)	2010-2012	
	Applications		
	Cooperative Registration (Extra copies)	2003-2013	
	Hulagway Entries-Application for Fiesta Celebration (Extra Copies)	2011-2014	
	Land Titles (Extra Copies)	2000	
	Masterlists-Job Orders and Contract of Services (Extra Copies)	2003	
8. TOTAL VOLUME IN CUBIC METERS:		9. TOTAL WIEGHT IN KILOS:	10. AMOUNT PAID:
100.98		35.850	₱ 96,795
11. MODE:		12. PLACE:	13. O. R. NO. & DATE OF PAYMENT:
<input checked="" type="checkbox"/> Sale <input type="checkbox"/> Sale After Shredding <input type="checkbox"/> Land Fill <input type="checkbox"/> Others-Specify _____		Davao City	6780798 B 3-3-16
		14. DATE:	15. BUYER:
		March 1, 2016	 Danila M. Lacoste D' Lacoste Enterprise
16. NAMES AND SIGNATURES OF WITNESSES/REPRESENTATIVES:			
NATIONAL ARCHIVES OF THE PHILIPPINES:		COMMISSION ON AUDIT:	REQUESTING/OWNING AGENCY:
 RONALDO C. FERARIZA Head-RAN, Davao		 CZAR IAN A. S. PALBAN State Auditing Examiner II	 ANN VICTORIA G. SLYOSA City Govt. Asst. Dept. Head II

NATIONAL ARCHIVES OF THE PHILIPPINES Pambansang Sinupan ng Pilipinas RECORDS MANAGEMENT ANALYSIS REPORT	1. AGENCY NAME: OFFICE OF THE CITY MAYOR Davao City	
	2. ADDRESS: City Hall, Davao City	
3. LOCATION OF RECORDS: City Archives and Records Center Davao City Overland Transport Terminal, Ecoland, Davao City	4. TOTAL VOLUME IN CUBIC METERS: 205 (estimate)	
5. BASIS OF APPRAISAL: GRDS series of 2009 and GRDS for LGU series of 2011		
6. FINDINGS AND RECOMMENDATIONS: <p>Based on the above-mentioned General Records Disposition Schedules, meeting with Ms. Ann Victoria G. Silvosa, City Govt. Assistant Dept. Head II /Special Projects Officer/ CARC Overseer and the ocular inspection conducted on January 27, 2016, records requested for disposal were verified and found out that they have met the legal requirements and were deemed valueless.</p> <p>Disposal by SALE or LANDFILL is recommended.</p> <div data-bbox="863 1032 1243 1225" style="text-align: center; border: 1px solid black; padding: 5px; margin: 20px auto; width: fit-content;"> <p>RELEASED</p> <p>Jan 29 2016 <i>Me</i></p> <p>D. <i>Acosta</i></p> <p>NATIONAL ARCHIVES OF THE PHILIPPINES</p> </div>		
EVALUATED BY:  RONALDO C. FERARIZA	POSITION: Supvg. RMA-Regional Head	DATE: January 28, 2016