

NAP Form No. 3  
Revised 2012

Accomplish in 3 Copies

<b>NATIONAL ARCHIVES OF THE PHILIPPINES</b> Pambansang Sinupan ng Pilipinas		Agency Name <b>CITY GOVERNMENT OF DAVAO</b>	
<b>REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS</b>		Address <b>City Hall, San Pedro St., Davao City</b>	
Date <b>January 11, 2017</b>	Telephone Number <b>09175485818</b>	Email Address <b>carc@davaocity.gov.ph</b>	

GRDS/RDS ITEM NOS.	RECORDS SERIES TITLE AND DESCRIPTION	PERIOD COVERED	RETENTION PERIOD and PROVISIONS COMPLIED
<b>OF 2011</b>			
13	PERMITS - QUARRY	2010-2014	Extra copies; Official copies on file
14	LISTS - OTHERS	1995-2014	
33	LISTS - DISPERSAL RECIPIENTS/LARGE DISPERSALS/SWINE AND GOAT/RECEIPIENTS OF AGRICULTURAL PROGRAM/VIOLATORS	1996-2014	Already updated/superseded
41	SOIL LABORATORY RECORDS (FINDINGS/RESULTS)	1993-1995	Extra copies
90	LOCAL BUDGETS - ANNUAL LOCAL BUDGETS AND SUPPLEMENTAL BUDGETS	1995-2015	Extra copies/Official copies with City Budget Office
94	APPLICATIONS - EMPLOYMENT	2003-2004	
98	APPLICATIONS FOR PERMITS - BUSINESS/NEW	2000-2001	Extra copies
99	BUSINESS INSPECTION REPORTS	2008-2013	Extra copies
107	ORDERS - CLOSURE ORDERS	2013	Extra copies
108	PERMITS - BUSINESS	2001-2015	Extra copies
108	PERMITS - OCCUPATIONAL/WORKING	2015	Extra copies
108	PERMITS - SPECIAL	2014-2015	Extra copies/Already expired/renewed
137	CERTIFICATES (LOCATIONAL CLEARANCES)	1999-2011	Extra copies
138	CERTIFICATIONS - INSPECTIONS	1996-2012	
144	EQUIPMENT LEASE/RENTAL FILES	2000-2005	Extra copies
152	MAINTENANCE FILES - ACCOMPLISHMENT/COMPLETION REPORTS	1995-2010	Extra copies
152	MAINTENANCE FILES - DAILY ASSIGNMENTS	1997-2013	
156	PERMITS - ELECTRICAL/SIGNAGES/DEMOLITION	1995-2012	
157	PROJECT FILES (RECONSTRUCTION/REPAIRS)	1989-2016	
204	CONTRACTS - LEASE OF MARKET STALLS	1986-1999	Extra copies/Already expired
220	SALARY INDEX CARDS	1997-2008	Extra copies; Official copies with City Accounting Office
221	SCHEDULES OF PERSONNEL	2003-2011	
224	THIRD COPIES OF PAYROLLS	1985-2011	Extra copies; Official copies with City Accounting Office
225	CENSUS-STATISTICS	1996-2010	
226	COMMITTEE/COUNCIL/ASSOCIATION FILES	1996-2012	Extra copies
233	PLANS/PROGRAMS	2011-2013	Extra copies

RECEIVED

TR. NO. 023 /

1-18-17

DATE INITIAL  
NATIONAL ARCHIVES  
OF THE PHILIPPINES

DAD - DAVAO CITY

GRDS/RDS ITEM NOS.	RECORDS SERIES TITLE AND DESCRIPTION	PERIOD COVERED	RETENTION PERIOD and PROVISIONS COMPLIED
236	PROFILES - CITY/DEMOGRAPHY	2002-2011	Extra copies
238	STATISTICAL DATA	2001-2013	
239	STATISTICAL GUIDES	Undated	Extra copies
251	DRAFTS/WORKING PAPERS OF MINUTES OF COMMITTEE HEARINGS	1994-2011	Already transcribed
260	ORDINANCES/RESOLUTIONS (APPROVED)	1990-2013	Extra copies; Originals with Sangguniang Panlungsod
270	FAMILY SURVEYS	1995-2014	Already evaluated
282	BANK STATEMENTS	2007-2008	
303	REAL PROPERTY TAX FILES - TAX ORDER OF PAYMENT	1998	
307	REPORTS - CONSOLIDATED CASH POSITION	2003-2007	
308	RESIDENCE CERTIFICATES (COMMUNITY TAX CERTIFICATES)	2000-2014	Extra copies
317	TICKETS - MARKET CASH/PARKING/SAND AND GRAVEL/QUARRY/MOVIE THEATRES/AMUSEMENT	2006-2009	
326	MEAT INSPECTION CERTIFICATES	2013-2015	Extra copies
334	SHIPPING PERMITS OF ANIMALS	2006	Already expired/renewed
<b>OF 2009</b>			
1	ACKNOWLEDGEMENT RECEIPTS	2002-2012	Extra copies
3	CALENDARS/SCHEDULES/ACTIVITIES/EVENTS	2005-2011	Already superseded
2	BROCHURES/LEAFLETS/PHAMPLETS (ABOUT OR BY THE AGENCY)	Illegible dates	
4	CERTIFICATES OF APPEARANCES/CLEARANCES	1996-2013	
5	CERTIFICATIONS	1991-2014	
7	CORRESPONDENCES (ROUTINARY)	1982-2015	Extra copies/Already acted upon
7	CORRESPONDENCES (NON-ROUTINARY)	1989-2015	Extra copies/Already acted upon
13	ISSUANCES/DIRECTIVES (ROUTINARY)	1969-2016	Extra copies/Already superseded
14	LISTS (OTHERS)	1997-2014	
15	LOGBOOKS - OTHERS	1985-2015	
15	LOGBOOKS (INCOMING/OUTGOING CORRESPONDENCES)	1985-2014	
15	LOGBOOKS - VISITORS (ORDINARY)	1985-2012	
16	MANUALS	2015	Extra copies/Already superseded
17	MEETINGS (AGENDA/NOTICES/MINUTES)	1997-2016	Extra copies
19	PERMITS	1996-2009	Extra copies
20	PLANS - ACTION/WORK	1997-2012	Extra copies
22	PROGRAMS (OTHERS)	2001-2002	
23	PROPOSALS	2005-2014	Extra copies
26	REPORTS - OTHERS	1993-2016	Extra copies/Already incorporated in the Annual Report
27	REQUESTS	1969-2015	Already acted upon
28	SLIPS - LOCATORS/PASS/PERMISSION	1995-2014	Already posted in leave cards
31	TRIP TICKETS/GASOLINE ALLOCATION SUMMARY AND TRAVEL AUTHORITY	1997-2014	Extra copies; Official copies attached to Vouchers

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GRDS/RDS ITEM NOS.	RECORDS SERIES TITLE AND DESCRIPTION	PERIOD COVERED	RAD-DAVAO CITY
			RETENTION PERIOD and PROVISIONS COMPLIED
32	INVENTORIES - FARM MACHINERY AND POST HARVEST FACILITY	2010	
33	ALLOTMENT FILES - OBLIGATION REQUESTS/SLIPS/WORK PLANS AND REQUESTS FOR ALLOTMENT/REQUESTS FOR OBLIGATION OF ALLOTMENTS/STATEMENTS OF APPROPRIATIONS/ALLOTMENT AND ADVICE (SAA)/ALLOTMENT RELEASE ORDERS	1996-2014	Extra copies/Official copies with City Budget Office
34	ANNUAL BUDGETS	1992-2008	
47	ABSTRACTS - DAILY COLLECTIONS	1997-2011	
52	AUTHORIZATIONS - OTHERS	1998-2009	
52	AUTHORIZATIONS - TRAVEL	2011-2013	Already expired
52	AUTHORIZATIONS - OVERTIME	2004-2010	
54	BILLS	2007-2013	Extra copies
66	INDICES OF PAYMENTS	1975-2010	
74	OFFICIAL RECEIPTS	1998-2006	
82	REPORTS - COLLECTING AND DISBURSING OFFICERS/CHECKS ISSUED AND CANCELLED/COLLECTIONS AND DEPOSITS	1998-2012	
84	STATEMENTS OF ACCOUNTS - CURRENT	1995-2013	Extra copies/Original copies attached to vouchers
90	TRIAL BALANCES AND SUPPORTING SCHEDULES	2013-2014	Extra copies; Original copies with City Accounting Office
91	VOUCHERS INCLUDING BILLS, INVOICES AND OTHER SUPPORTING DOCUMENTS	1995-2015	Extra copies; Original copies with City Accounting Office
92	WITHHOLDING TAX CERTIFICATES	1980-2012	Extra copies/Official copies with City Accounting Office
93	NOTICES OF FUNDING CHECKS	2007	Extra copies
94	APPLICATIONS - LEAVES OF ABSENCES AND SUPPORTING DOCUMENTS	1996-2014	Already posted in leave cards and post-audited
95	ATTENDANCE MONITORING SHEETS	1982-2015	Already posted in leave cards
99	DAILY TIME RECORDS	1995-2015	Already posted in leave cards and post-audited
102	JOB ORDER EMPLOYMENT CONTRACTS	1997-2013	Extra copies; Official copies with Human Resource Management Office
105	LOGBOOKS - ARRIVAL AND DEPARTURE OF EMPLOYEES	2006-2014	Already posted in leave cards and post-audited
105	LOGBOOKS OF ATTENDANCE	1995-2014	Already posted in leave cards and post-audited
107	MEMBERSHIP FILES - PHILHEALTH	2012	Extra copies
109	PERFORMANCE FILES - (TARGET WORKSHEETS/EVALUATION)	1992-2014	Extra copies/Active copies with Human Resource Management Office
111	PERSONAL DATA SHEETS (CURRICULUM VITAE/RESUME)	1998-2008	Extra copies/Already superseded
112	PERSONNEL FOLDERS (201 Files)	1976-2006	Extra copies; Official copies with City Human Resource Management Office
113	PLANTILLA OF PERSONNEL	2015	Extra copies; Original copies with Human Resource Management Office
122	STATEMENT OF ASSETS AND LIABILITIES	2007-2014	Extra copies

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127	CONTRACTS	1999	Extra copies
130	LEGAL OPINIONS	1999-2004	Extra/Draft copies
131	MEMORANDUM OF AGREEMENT/UNDERSTANDING	2002	Extra copies
136	ACKNOWLEDGEMENT RECEIPTS FOR EQUIPMENT (ARE)/MEMORANDUM RECEIPTS OF EQUIPMENT (MRE), SEMI-EXPENDABLE & NON-EXPENDABLE PROPERTIES	1995-2010	Extra copies; Official copies with City General Services Office
137	ANNUAL PROCUREMENT PLANS	2010-2013	Extra copies; Official copies with City General Services Office
138	BIDS AND AWARDS COMMITTEE FILES - ABSTRACTS/ INVITATIONS/MINUTES/PRE-POST QUALIFICATIONS/ PUBLICATIONS/RESOLUTIONS	1995-2010	
140	BIN CARDS/STOCK CARDS ON SUPPLIES	1998-2011	Extra copies
141	CANVASS OF PRICES	1999-2007	Extra copies; Original copies attached to vouchers
143	INVENTORY AND INSPECTION REPORTS OF UNSERVICEABLE PROPERTIES	1990-2003	
144	INVENTORIES OF EQUIPMENT/SUPPLIES	2006-2015	Already updated
146	INVOICES/RECEIPTS - PROPERTIES/TRANSFER OF PROPERTIES	1999	Extra copies; Original copies with the City General Services Office
152	PURCHASE ORDERS	1997-2013	Extra copies/Original copies attached to vouchers
153	PURCHASE REQUESTS	1997-2013	Extra copies/Original copies attached to vouchers
155	REPORTS OF WASTE MATERIALS	2010-2012	
156	REQUISITION AND ISSUE SLIPS/REQUISITION ISSUE VOUCHERS	1990-2014	
160	SUPPLIES AVAILABILITY INQUIRY	1995-2010	Already acted upon
161	SUPPLIES LEDGER CARDS	2000-2011	Extra copies
164	COURSE DESIGNS/OUTLINES/SYLLABI	1996-2007	Already superseded
169	TRAINING HANDOUTS	1998-2014	Already superseded
<b>UNCLASSIFIED</b>			
	APPLICATIONS	1994-2013	

Location of Records: <b>City Archives and Records Center, Davao City Overland Transport Terminal, Ecoland</b>	Volume in Cubic Meters: <b>95.5 cu.m.</b>
Prepared by: <b>ANN VICTORIA G. SILVOSA</b>	Position: <b>City Gov't. Ass't. Dep't. Head II/ Overseer, City Archives and Records Center</b>

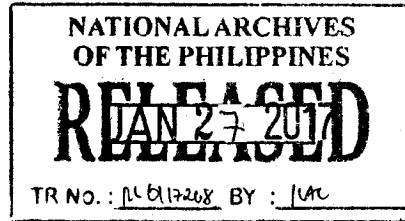
**CERTIFIED AND APPROVED BY:**

THIS IS TO CERTIFY that the abovementioned records are no longer needed and not involved nor connected in any administrative or judicial cases, as certified by the Department Heads/Chiefs of Offices concerned in their attached individual requests for disposal.

*Zuleika T. Lopez*  
**Atty. ZULEIKA T. LOPEZ**  
 City Administrator

 <p><b>NATIONAL ARCHIVES OF THE PHILIPPINES</b> <i>Pambansang Sinupan ng Pilipinas</i></p> <p><b>AUTHORITY TO DISPOSE OF RECORDS</b></p>	<p>AUTHORITY NO.:</p> <p><b>AM-2017-012</b></p>	<p>DATE:</p> <p>January 23, 2017</p>
	<p>MODE OF DISPOSAL:</p> <p><b>SALE/LANDFILL</b></p>	

Atty. ZULEIKA T. LOPEZ  
City Administrator  
City Government of Davao



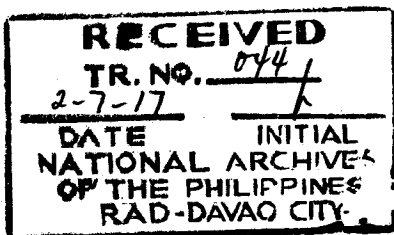
Attention: **ANN VICTORIA G. SILVOSA**  
City Gov't Asst. Dept. Head II/  
Overseer, City Archives & Records Center

M a d a m :

Your request for authority to dispose of valueless records received by this office on January 18, 2017 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:

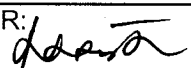



1. The authorized representative of this Office who shall accomplish the Certificate of Disposal of Records (NAP Form No. 6) in three (3) copies;
2. The authorized representative from the Commission on Audit and;
3. The Agency's duly authorized representative.




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



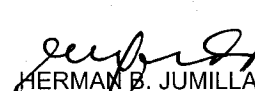
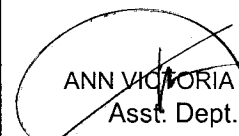


*Manifla*  
 M. VICTORINO MAPA MANALO, CESE  
 Executive Director  
 11-24-17

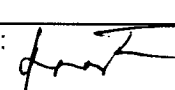



Encl: NAP Form No. 4 - Records Management Analysis Report

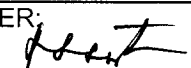

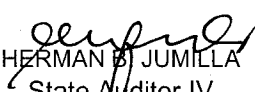
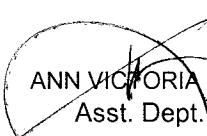
<b>NATIONAL ARCHIVES OF THE PHILIPPINES</b> Pambansang Sinupan ng Pilipinas  <b>CERTIFICATE OF DISPOSAL OF RECORDS</b>		1. AGENCY NAME:  <b>CITY GOVERNMENT OF DAVAO</b>	
		2. ADDRESS:  City Hall, San Pedro St., Davao City	
3. LOCATION OF RECORDS:  City Archives and Records Center, Davao City Overland Transport Terminal, Ecoland		4. CONTROL NO: ( Date & Authority No. )  AM-2017-012 dtd. January 23, 2017	
5. GRDS 2011 Item No.	6. RECORDS SERIES TITLE AND DESCRIPTION	7. PERIOD COVERED	
13 14 33 90 94 98 99 107 108 108 108 137 138 144 152 152 156 157 204 220 221 224 225 226 233	Permits-Quarry ( Extra Copies ) List-Others List-Dispersal Recipients/Large Dispersals/Swine and Goat/Recipients of Agricultural Program/violators ( Superseded ) Local Budgets-Annual Local Budgets & Supplemental Budget ( Extra Copies ) Applications-Employment Applications for Permits-Business/New ( Extra Copies ) Business Inspection Reports ( Extra Copies ) Orders-Closures Orders ( Extra Copies ) Business Permits ( Extra Copies ) Occupationa/working Permits ( Extra Copies ) Special Permit ( Extra Copies ) Certificates -Locational Clearance ( Extra copies ) Certifications-Inspections Equipment Lease/Rental Files ( Extra Copies ) Maintenance Files-Accomplishment/Completion Reports ( Extra Copies ) Maintenance Files-Daily Assignments Permits-Electrical/Signages/Demolition Project Files-Reconstruction/Repairs ( Extra Copies ) Contracts-Lease of Market Stall (Extra Copies ) Salary Index Cards ( Extra Copies ) Schedules of Personnel Third Copies of Payrolls ( Extra Copies ) Census-Statistics Committee/Council/Association Files ( Extra Copies ) Plans/Programs ( Extra Copies )	2010-2014 1995-2014 1996-2014  1995-2015 2003-2004 2000-2001 2008-2013 2013 2001-2015 2015 2014-2015 1999-2011 1996-2012 2000-2005 1995-2010 1997-2013 1995-2012 1989-2016 1986-1999 1997-2008 2003-2011 1985-2011 1996-2010 1996-2012 2011-2013	
8. TOTAL VOLUME IN CUBIC METERS:  127.6156 CUBIC METERS		9. TOTAL WIEGHT IN KILOS:  45,577 KILOGR	
		10. AMOUNT PAID:  ₱ 95,255.92	
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:  O.R.#: _____ Date: _____	
		14. DATE:  February 22, 2017	
		15. BUYER:   <b>DANILA M. LACOSTE</b> D' Lacoste Enterprise	
16. NAMES AND SIGNATURES OF WITNESSES/REPRESENTATIVES:			
NATIONAL ARCHIVES OF THE PHILIPPINES:		COMMISSION ON AUDIT:	
REQUESTING/OWNING AGENCY:			
 RONALDO C. FERARIZA, Ph.D. Head-RAN, Davao		 HERMAN B. JUMILLA State Auditor IV OIC-Supvg. Auditor	
 ANN VICTORIA G. SILVOSA Asst. Dept. Head II			

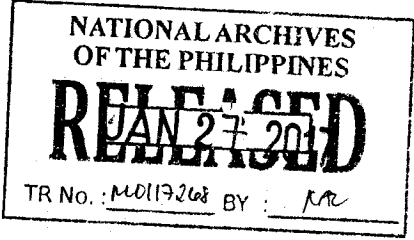

<b>NATIONAL ARCHIVES OF THE PHILIPPINES</b> Pambansang Sinupan ng Pilipinas  <b>CERTIFICATE OF DISPOSAL OF RECORDS</b>		1. AGENCY NAME:  <p style="text-align: center;"><b>CITY GOVERNMENT OF DAVAO</b></p>	
		2. ADDRESS:  <p style="text-align: center;">City Hall, San Pedro St., Davao City</p>	
3. LOCATION OF RECORDS:  <p style="text-align: center;">City Archives and Records Center, Davao City Overland Transport Terminal, Ecoland</p>		4. CONTROL NO: ( Date & Authority No. )  <p style="text-align: center;">AM-2017-012 dtd. January 23, 2017</p>	
5. GRDS 2011 Item No.	6. RECORDS SERIES TITLE AND DESCRIPTION	7. PERIOD COVERED	
236	Profiles-City/Demography ( Extra copies )	2000-2011	
238	Statistical Data ( Extra Copies )	2001-2013	
239	Statistical Guides ( Extra Copies )	Undated	
251	Drafts/Working Papers of Minutes of Committee Hearings ( Transcribed )	1994-2011	
260	Ordinances/Resolutions- Approved ( Extra Copies 0	1990-2013	
270	Family Surveys( Evaluated )	1995-2014	
282	Bank Statements ( Extra Copies )	2007-2008	
303	Real Property Tax Files-Tax Order of Payment	1998	
307	Reports - Consolidated Cash Position	2003-2007	
308	Residence Certificates-Com. Tax Certificates ( Extra Copies )	2000-2014	
317	Tickets-Market Cash/Parking/Sand & Gravel/Quarry/Movie Theaters/Amusement	2006-2009	
326	Meat Inspection Certificates ( Extra Copies )	2013-2015	
334	Shipping Permits of Animals ( expired )	2006	
GRDS 2009 Item No.			
1	Acknowledgment Receipts ( Extra Copies )	2002-2012	
3	Calendars/Schedules/Activities/Events ( Superseded )	2005-2011	
2	Brochures/Leaflets/Phamplets ( About or by the Agency )	Illigible Dates	
4	Certificates of Appearances and Clearances	1996-2013	
5	Certifications	1991-2014	
7	Correspondences-Routinary ( Extra Copies )	1982-2015	
7	Correspondences-Non Routinary ( Extra Copies )	1989-2015	
13	Issuances/Directives-Routinary ( Extra Copies )	1969-2016	
14	List ( Others )	1997-2014	
15	Logbooks-Others	1985-2015	
15	Logbook-Incoming/Outgoing Correspondences	1985-2014	
8. TOTAL VOLUME IN CUBIC METERS:  <p style="text-align: center;">127.6156 CUBIC METERS</p>		9. TOTAL WIEGHT IN KILOS:  <p style="text-align: center;">45,577 KILOS</p>	
		10. AMOUNT PAID:  <p style="text-align: center;">₱ 95,255.92</p>	
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:  <p style="text-align: center;">Davao City</p>	13. O.R. NO. & DATE OF PAYMENT:  O.R.#: _____ Date: _____
		14. DATE:  <p style="text-align: center;">February 22, 2017</p>	15. BUYER:  <p style="text-align: center;"><i>[Signature]</i>  <b>DANILA M. LACOSTE</b>                  D' Lacoste Enterprise</p>
16. NAMES AND SIGNATURES OF WITNESSES/REPRESENTATIVES:			
NATIONAL ARCHIVES OF THE PHILIPPINES:		COMMISSION ON AUDIT:	
REQUESTING/OWNING AGENCY:			
 RONALDO C. FERARIZA, Ph.D. Head-RAN, Davao		 HERMAN B. JUMILLA State Auditor IV OIC-Supvg. Auditor	
		 ANN VICTORIA G. SILVOSA Asst. Dept. Head II	

<b>NATIONAL ARCHIVES OF THE PHILIPPINES</b> Pambansang Sinupan ng Pilipinas  <b>CERTIFICATE OF DISPOSAL OF RECORDS</b>		1. AGENCY NAME:  <b>CITY GOVERNMENT OF DAVAO</b>	
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3. LOCATION OF RECORDS:  City Archives and Records Center, Davao City Overland Transport Terminal, Ecoland		4. CONTROL NO: ( Date & Authority No. )  AM-2017-012 dtd. January 23, 2017	
5. GRDS 2009 Item No.	6. RECORDS SERIES TITLE AND DESCRIPTION	7. PERIOD COVERED	
15 16 17 19 20 22 23 26 27 28 31 32 33  34 47 52 52 52 54 66 74 82  84	Logbook-Visitors ( Ordinary ) Manuals ( Extra Copies ) Meetings-Agenda/Notices/Minutes ( Extra Copies ) Permits ( Extra Copies ) Plans-Action/Work ( Extra Copies ) Programs ( Others/Extra Copies ) Proposals ( Extra Copies ) Reports-Others ( Extra Copies ) Requests ( Acted Upon ) Slips-Locators/Pass/Permission ( Posted in the Leave Cards ) Trip Tickets/Gasoline Allocation Summary & Travel Authority ( Extra Copies ) Inventories-Farm Machinery & Post Harvest Facility Allotment Files-Obligation Requests/Slips/Work Plans and Requests for Allotment/Requests for Obligation of Allotment/Statements of Appropriation/ Allotment and Advice ( SAA )/Allotment Release Orders ( Extra Copies )  Annual Budget Abstract-Daily Collections Authorization-Others Authorization-Travel ( expired ) Authorizations-Overtime Bills ( Extra Copies ) Indices of Payments ( Extra Copies ) Official Receipts Reports-Collecting and Disbursing Officers/Checks Issued and Cancelled/ Collections and Deposits  Statement of Accounts-Current ( Extra copies )	1985-2012 2015 1997-2016 1996-2009 1997-2012 2001-2002 2005-2014 1993-2016 1969-2015 1995-2014 1997-2014 2010 1996-2014  1992-2008 1997-2011 1998-2009 2011-2013 2004-2010  1975-2010 1998-2006 1998-2012  1995-2013	
8. TOTAL VOLUME IN CUBIC METERS:  127.6156 CUBIC METERS		9. TOTAL WIEGHT IN KILOS:  45,577 KILOS	
		10. AMOUNT PAID:  ₱ 95,205.92	
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:  O.R.#: _____ Date: _____	
		14. DATE:  February 22, 2017	
		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, Ph.D. Head-RAN, Davao		 HERMAN B. JUMILLA State Auditor IV OIC-Supvg. Auditor	
		 ANN VICTORIA G. SILVOSA Asst. Dept. Head II	



<b>NATIONAL ARCHIVES OF THE PHILIPPINES</b> Pambansang Sinupan ng Pilipinas  <b>CERTIFICATE OF DISPOSAL OF RECORDS</b>		1. AGENCY NAME:  <b>CITY GOVERNMENT OF DAVAO</b>	
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3. LOCATION OF RECORDS:  City Archives and Records Center, Davao City Overland Transport Terminal, Ecoland		4. CONTROL NO: ( Date & Authority No. )  AM-2017-012 dtd. January 23, 2017	
5. GRDS 2009 Item No.	6. RECORDS SERIES TITLE AND DESCRIPTION	7. PERIOD COVERED	
90 91 92 93 94 95 99 102 105 105 107 109 111 112 113 122 127 130 131 136 137 138 140 141	Trial Balances and Supporting Schedules ( Extra Copies ) Vouchers Including Bills, Invoices & Other Supporting Document ( Extra Copies ) Withholding Tax Certificates ( Extra Copies ) Notices of Funding Checks ( Extra Copies ) App. for Leave of Absences & Supporting Docs. ( Posted in the Leave Card ) Attendance Monitoring Sheets ( Posted in the Leave Cards ) Daily Time Records ( Posted in the Leave Cards ) Job Order Employment Contract ( Extra Copies ) Logbooks-Arrival and Departures of Employees ( Posted in Leave Cards ) Logbook of Attendance ( Posted in the Leave Cards ) Membership Files-Philhealth ( Extra Copies ) Performance Files-Target Worksheets/Evaluation ( Extra Copies ) Personal Data Sheets-Curriculum Vitae/Resume ( Extra Copies ) Personnel Folders -201 Files ( Extra Copies ) Plantilla of Personnel ( Extra Copies ) Statement of Assets and Liabilities ( Extra Copies ) Contracts ( Extra Copies ) Legal Opinions ( Extra Copies ) Memorandum of Agreement/Understanding ( Extra Copies ) Acknowledgment Receipts for Equipment/Memorandum Receipts of Equipment/Semi-Expendable & Non-Expendable Properties (Extra Copies ) Annual Procurement Plans ( Extra Copies ) Bid and Award Committee Files-Abstracts/Invitations/Minutes/Pre-Post Qualifications/Publications/Resolutions Bin Cards/Stock Cards on supplies ( Extra Copies ) Canvass of Prices ( Extra Copies )	2013-2014 1995-2015 1980-2012 2007 1996-2014 1982-2015 1995-2015 1997-2013 2006-2014 1995-2014 2012 1992-2014 1998-2008 1976-2006 2015 2007-2014 1999 1999-2004 2002 1995-2010 2010-2013 1995-2010 1998-2011 1999-2007	
8. TOTAL VOLUME IN CUBIC METERS:  127.6156 CUBIC METERS		9. TOTAL WIEGHT IN KILOS:  45,577 KILOS	
		10. AMOUNT PAID:  ₱ 95,255.92	
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:  O.R.#: _____ Date: _____	
		14. DATE:  February 22, 2017	
		15. BUYER:   <b>DANILA M. LACOSTE</b> D' Lacoste Enterprise	
16. NAMES AND SIGNATURES OF WITNESSES/REPRESENTATIVES:			
NATIONAL ARCHIVES OF THE PHILIPPINES:		COMMISSION ON AUDIT:	
REQUESTING/OWNING AGENCY:			
 RONALDO C. FERARIZA, Ph.D. Head-RAN, Davao		 HERMAN B. JUMILLA State Auditor IV OIC-Supvg. Auditor	
		 ANN VICTORIA G. SILVOSA Asst. Dept. Head II	

<b>NATIONAL ARCHIVES OF THE PHILIPPINES</b> Pambansang Sinupan ng Pilipinas  <b>CERTIFICATE OF DISPOSAL OF RECORDS</b>		1. AGENCY NAME:  <b>CITY GOVERNMENT OF DAVAO</b>	
		2. ADDRESS:  City Hall, San Pedro St., Davao City	
3. LOCATION OF RECORDS:  City Archives and Records Center, Davao City Overland Transport Terminal, Ecoland		4. CONTROL NO: ( Date & Authority No. )  AM-2017-012 dtd. January 23, 2017	
5. GRDS 2009 Item No.	6. RECORDS SERIES TITLE AND DESCRIPTION	7. PERIOD COVERED	
143	Inventory and Inspection Reports of Unserviceable Properties	1990-2003	
144	Inventories of Equipment and Supplies ( Updated )	2006-2015	
146	Invoices/Receipts-Properties/Transfer of Properties ( Extra Copies )	1999	
152	Purchase Orders ( Extra Copies )	1997-2013	
153	Purchase Requests ( Extra Copies )	1997-2013	
155	Reports of Waster Materials	2010-2012	
156	Requisition and Issue Slips/Requisition Issue Vouchers	1990-2014	
160	Supplies Availability Inquiry ( Acted Upon )	1995-2010	
161	Supplies Ledger Cards ( Extra Copies )	2000-2011	
164	Course Designs/Outlines/Syllabi ( Superseded )	1996-2007	
169	Training Handouts ( Superseded )	1998-2014	
	Applications Unclassified ( Extra Copies )	1994-2013	
xxxxxxx Nothing Follows xxxxxxxx			
8. TOTAL VOLUME IN CUBIC METERS:  127.6156 CUBIC METERS		9. TOTAL WIEGHT IN KILOS:  45,577 KILOS	
		10. AMOUNT PAID:  ₱ 95,255.92	
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:  O.R.#: _____ Date: _____	
		14. DATE:  February 22, 2017	
		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, Ph.D. Head-RAN, Davao		 HERMAN B. JUMILLA State Auditor IV OIC-Supvg. Auditor	 ANN VICTORIA G. SILVOSA Asst. Dept. Head II

<p align="center"><b>NATIONAL ARCHIVES OF THE PHILIPPINES</b> Pambansang Sinupan ng Pilipinas</p> <p align="center"><b>RECORDS MANAGEMENT ANALYSIS REPORT</b></p>	<p>1. AGENCY NAME:</p> <p align="center"><b>CITY GOVERNMENT OF DAVAO</b></p>	
	<p>2. ADDRESS:</p> <p align="center">City Hall, San Pedro St., Davao City</p>	
<p>3. LOCATION OF RECORDS:</p> <p align="center">City Archives and Records Center Overland Transport Terminal, Davao City</p>	<p>4. TOTAL VOLUME IN CUBIC METERS:</p> <p align="center">95.5</p>	
<p>5. BASIS OF APPRAISAL: GRDS approved series of 2009 GRDS approved series of 2011</p>		
<p>6. FINDINGS AND RECOMMENDATIONS:</p> <p>Date of Request: <u>January 11, 2017</u> Date Received : <u>January 18, 2017</u></p> <p>Based on the above-mentioned General Records Disposition Schedules and conversation with Ms. Ann Victoria G. Silvosa, Overseer, City Archives and Records Center of Davao City all records requested for disposal are no longer needed by the agency, have met all the legal requirements and were deemed valueless.</p> <p>Disposal by <b>Sale</b> or <b>Landfill</b> is recommended.</p> <div style="text-align: center; margin-top: 20px;">  <p>A rectangular stamp from the National Archives of the Philippines. It features the text 'NATIONAL ARCHIVES OF THE PHILIPPINES' at the top, followed by 'RELEASED' in large, bold, stylized letters. Below this, the date 'JAN 27 2017' is stamped. At the bottom, it reads 'TR No. : M0119268 BY : RA'.</p> </div>		
<p>EVALUATED BY:</p> <p align="center"> RONALDO C. FERARIZA</p>	<p>POSITION:</p> <p align="center">Supvg. Records Mgt. Analyst</p>	<p>DATE:</p> <p align="center">January 19, 2017</p>