



20 January 2021 **MASTER COPY**

CUSTOMS MEMORANDUM CIRCULAR
NO. 17 - 2021

To: The Assistant Commissioner
All Deputy Commissioners
All Directors and Division Chiefs
All District/Port Collectors
And Others Concerned

SUBJECT: Memorandum Circular No. 20-09-01 s. 2020

Attached is the Memorandum Circular No. 20-09-01 s. 2020 dated September 10, 2020 from Mr. Victorino Mapa Manalo, CESE, Executive Director, National Archives of the Philippines (NAP) entitled:

"GUIDELINES AND PROTOCOL ON THE WITNESSING OF ACTUAL DISPOSAL OF VALUELESS RECORDS UNDER MODIFIED GENERAL COMMUNITY QUARANTINE AND THE NEW NORMAL."

For your information and guidance.

For record purposes, please confirm the dissemination of this circular throughout your offices within fifteen (15) days from receipt hereof.

REY LEONARDO B. GUERRERO

Commissioner
JAN 25 2021

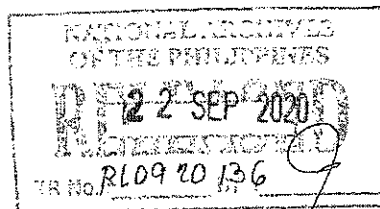


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NATIONAL ARCHIVES OF THE PHILIPPINES
Pambansang Sinupang ng Pilipinas

MEMORANDUM CIRCULAR NO. 2009-01 s. 2020
10 September 2020



GUIDELINES AND PROTOCOL ON THE WITNESSING OF ACTUAL DISPOSAL OF VALUELESS RECORDS
UNDER MODIFIED GENERAL COMMUNITY QUARANTINE AND THE NEW NORMAL

In the exigency of service, and pursuant to the Inter-Agency Task Force (IATF) Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines and DOH Administrative Order No. 2020-0015, Guidelines on the Risk-Based Public Health Standards for COVID-19 Mitigation, the NAP hereby adapts the following guidelines on the minimum health standards in the conduct of the actual disposal of valueless records.

1. The requesting agency must ensure to sanitize the location/storage area (using 0.5% bleach solution – 100mL bleach, 900mL water) one (1) day prior to the date of the actual disposal.
2. The location of the actual disposal activities must be in a well – ventilated area or open space.
3. The witnesses/representatives from the agencies, including the official buyer and their staff, permitted to work on-site must not exceed a total of ten (10) persons or fifty percent (50%) of the space capacity as recommended by the IATF:
 - One (1) from the requesting agency
 - One (1) from National Archives of the Philippines
 - One (1) from Commission on Audit
 - Seven (7) from the official buyer, including his/her authorized representative, staff and driver.

In case the disposal will not be completed within the day due to limited number of haulers and the practice of physical distancing, it will be continued the following day.

4. Prior to the actual disposal, the NAP representative/analyst shall:
 - a. Coordinate with the Agency/LGU in relation to the IATF/DOH guidelines being implemented in their area. In case the LGU requires to quarantine a person coming from outside their locality as a precautionary measure, the disposal in that agency shall be put on hold until such time that the aforesaid quarantine procedure is lifted.
 - b. Secure a certification from the requesting agency that all of the provisions stipulated in these guidelines have been complied with. Non-compliance shall warrant the cancellation of the scheduled disposal of valueless records.



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5. The witnesses/representatives from the agencies including the official buyer and their staff shall observe the guidelines and recommendations of the IATF and DOH during the actual disposal such as the following:
- a. All individuals permitted to work on-site are subject to temperature and symptom monitoring/recording (37.4°C or lower). Any individual found to have a body temperature of 37.5°C and above should not be allowed to enter the premises. Accomplished Health Check List for Contact Tracing purposes is required.
 - b. Wearing of face mask at all times is mandatory. Use other Personal Protective Equipment (PPE) such as but not limited to face shield, goggles, medical-grade protective apparel if needed. Replace face mask when necessary. *It should be noted that the maximum recommended use of a face mask is eight (8) hours.*
 - c. Practice physical distancing at least one (1) meter apart in communal areas.
 - d. Hand-washing facilities, hand sanitizers, dispensers with alcohol-based solution, and other disinfectants shall be made available in the area.
 - e. Practice respiratory etiquette at all times. Use a tissue or the inner portion of the elbow to cover the mouth and nose when sneezing/coughing. Practice proper disposal of tissue after use.

For your guidance and strict compliance.

VICTORINO MAPA MANALO, CESE
Executive Director

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