



# BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA

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PROFESSIONALISM

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ACCOUNTABILITY

IA G Memo No. 51 - 2023

## MEMORANDUM

TO : **ALL DEPUTY COLLECTORS (or EQUIVALENT OFFICER)  
FOR ADMINISTRATION  
AND OTHERS CONCERNED**

FROM : **MICHAEL C. FERMIN**  
Deputy Commissioner *mf*

SUBJECT : **Conduct of Actual Disposal of Valueless Records  
Authorized by the National Archives of the Philippines  
(NAP)**

DATE : 19 September 2023

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1. In order to facilitate the conduct of disposal of valueless records, the following shall be observed:
  - a. The **Request for Authority to Dispose of Records (NAP Form 3)** shall be forwarded by the Office of the Deputy Collector for Administration or Equivalent Unit to the corresponding NAP office:

*For Luzon Collection Districts –*

Records Management Services Division  
National Archives of the Philippines (NAP)  
PPL Building, 1000 UN Avenue corner San Marcelino Street  
Ermita, Manila  
Tel. No. (02) 85213034

*For Visayas Collection Districts –*

Cebu Regional Archival Network  
National Archives of the Philippines (NAP)  
Trade Arcade Building, Hernan Cortes Street  
Mandaue City, 6014 Cebu  
Tel. No. (032) 346 8040 / (032) 4227224



*For Mindanao Collection Districts –*

Davao Regional Archival Network  
National Archives of the Philippines (NAP)  
2nd Floor, NAP New Office Building  
(Formerly Polintan Building)  
Diversion Road, Carlos P. Garcia Highway,  
Bangkal, Davao City 8000  
Tel. No. (082) 2974705

- b. Once the request is approved, the Office of the Deputy Collector for Administration or Equivalent Unit shall coordinate with their Resident Auditor or Regional Commission on Audit (COA) Office and the corresponding Regional Archival Network/NAP for the date/schedule of the actual disposal.

Copies of the following shall be forwarded to COA:

- 1) Notice of Approval or NAP Form No. 5 (Authority to Dispose)
  - 2) NAP Form No. 4 (Records Management Analysis)
  - 3) NAP Form No. 3 (Request for Authority to Dispose)
- c. Should NAP recommends disposal by sale, the office of the Deputy Collector for Administration or equivalent unit may opt to **avail** the services of the NAP official buyer, for economic reasons and/or instead of conducting a public bidding to select the official buyer of the valueless records. In which case, a **Letter of Availment** shall be issued to the NAP office. (Format, Annex-A)
- d. Three (3) days after the conduct of actual disposal, a certified copy of the accomplished **Certificate of Disposal of Records (NAP Form 6)** shall be transmitted to the CRMD, for recording and consolidation purposes.
2. Requests for Authority to Dispose of Records applied by the groups/central offices shall be coursed thru the Chief, Central Records Management Division (CRMD), who shall evaluate the request and if found in order, shall endorse the same to the NAP. Once the request is approved, the CRMD shall coordinate with Office of the Resident Auditor (COA) and NAP for the date/schedule of the actual conduct of disposal.
  3. No disposal of records shall be conducted without the presence of COA and NAP representatives.
  4. Be guided accordingly.



Annex-A

**LETTER OF AVAILMENT**

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(Date)

National Archives of the Philippines  
6<sup>th</sup> Floor PPL Building  
1000 UN Ave., corner SAN Marcelino Street  
Ermita, Manila

Dear \_\_\_\_\_ :

Relative to NAP Authority **No.** \_\_\_\_\_, may we inform that for economic reasons, this Bureau/Port/Subport will avail the services of your accredited buyer of valueless records.

Also, may we transmit a copy of the letter informing the COA, \_\_\_\_\_ of the scheduled actual conduct of disposal which is on \_\_\_\_\_.  
(date)

Thank you.

Very truly yours,

\_\_\_\_\_  
(Signature Over Printed Name of  
The Deputy Collector for Administration  
Or Equivalent Officer)

**REFERENCES:**

<https://customs.gov.ph/wp-content/uploads/2023/01/CMO-No.11-2015-Disposal-of-Valueless-Records-Documents1.pdf>

<https://nationalarchives.gov.ph/wp-content/uploads/2015/06/NAP-Gen.-Circular-1-2-and-GRDS-2009.pdf>

<https://nationalarchives.gov.ph/list-of-nap-office-sites-and-functions/>