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IAG Memo No. 18 - 2024

REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
**BUREAU OF CUSTOMS**

*A modernized and credible customs administration that upholds good governance and is among the world's best*

**MEMORANDUM**

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

**FROM :** ~~ATTY. ERWIN T. MENDOZA~~  
Deputy Commissioner *EM*  
Internal Administration Group

**SUBJECT :** CONDUCT OF ACTUAL DISPOSAL OF VALUELESS  
RECORDS AUTHORIZED BY THE NATIONAL ARCHIVES OF  
THE PHILIPPINES

**DATE :** 03 June 2024

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 Service 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)



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2<sup>ND</sup> 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 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 following:
- **CRMD**, for recording and consolidation purposes, and
  - **MISTG** Site Manager, for his/her information

Request 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.

No disposal of records shall be conducted without the presence of COA and NAP representatives.

For monitoring purposes, the concerned Administrative Officers of the Offices/Districts/Subports are required to submit to Internal Administration Group thru the CRMD at [crmd@customs.gov.ph](mailto:crmd@customs.gov.ph) their 2024-2025 Records Management Action Plan using the format herein attached as Annex B.





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The CRMD shall monitor the implementation of the said action plan.

Be guided accordingly.



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Annex-A

**LETTER OF AVAILMENT**

\_\_\_\_\_  
(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 on \_\_\_\_\_.  
(date)

Thank you.

Very truly yours,

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



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NAP Form No. 3  
copies  
Revised 2012

Accomplish in 4

<b>NATIONAL ARCHIVES OF THE PHILIPPINES</b> <i>Pambansang Sinupan ng Pilipinas</i>		AGENCY NAME:  <b>Internal Administration Group                  (Receiving and Releasing)                  BUREAU OF CUSTOMS</b>	
		ADDRESS:	
<b>REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS</b>		TELEPHONE NUMBER:	
DATE:			
RDS ITEM NO.	RECORDS SERIES TITLE AND DESCRIPTION	PERIOD COVERED	RETENTION PERIOD AND PROVISION/S COMPLIED (If any)
LOCATION OF RECORDS: IAG Extension Office OCOM Building		VOLUME IN CUBIC METER: 25 sacks	
PREPARED BY:  (NAME & SIGNATURE)		POSITION:	
CERTIFIED AND APPROVED BY:  This is to certify that the above mentioned records are no longer needed and not involved nor connected in any administrative or judicial cases.			
_____ Name and Signature of Agency Head or Duly Authorized Representative			



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Annex B

Office/District/Subport: \_\_\_\_\_

Records Management Action Plan  
2024-2025

ACTIVITIES	TIMELINES																		
	2024						2025												
	7Jul	8Aug	9Sep	10Oct	11Nov	12Dec	1Jan	2Feb	3Mar	4Apr	5May	6Jun	7Jul	8Aug	9Sep	10Oct	11Nov	12Dec	
1. Conduct of Inventory of Records / Segregation of records found to be valueless from the active records  Form to be accomplished: NAP Form 1  Reference: NAP Form 2 / Records Disposition Schedule attached to CMO 11-2015																			
2. Preparation of Request for Authority to Dispose of Valueless Records																			



<p>Form to be accomplished: NAP Form 3</p> <p>3. Submission of NAP Form 3 to National Archives copy furnished CRMD</p> <p>Documents: -Transmittal letter -Courier Receipt, if applicable</p> <p>4. For approved requests or NAP Form 3, Coordinative activities with NAP and COA on the conduct of disposal; and the actual conduct of disposal</p> <p>Records created: -NAP Form 4, records analysis prepared by NAP -NAP Form 5, Approval Notice and Authority to Dispose -NAP Form 6 or the Certificate of Disposal (prepared by NAP) signed by the requestor, NAP and COA -Invoice, if disposal by sale</p>																				
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<p>5. Transmittal of NAP Form 6 or Certificate of Disposal to the Office of the DepComm-IAG c/o CRMD</p> <p>Documents: -Accomplished and signed NAP Form 6/ Certificate of Disposal</p>						
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Prepared by –

Signature Over Printed Name of the Administrative Officer

Approved by –

Signature Over Printed Name of the Deputy Collector for Administration/ Concerned Chief or Head of the Unit





*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/>*

2024-2025 Records Management Action Plan  
Office/District/Subport