

#### **P.4. NATIONAL ARCHIVES OF THE PHILIPPINES (FORMERLY RECORDS MANAGEMENT AND ARCHIVES OFFICE)**

##### **STRATEGIC OBJECTIVES**

##### **MANDATE**

The National Archives of the Philippines (NAP) coordinates government-wide programs governing the creation, general protection, use, storage, and disposition of public records, including the acquisition, storage, and preservation of public archives and providing facilities for reference, research or for other similar purposes. It plans, develops, prescribes, disseminates, and implements policies, rules and regulations on archival records/documents.

##### **VISION**

A national records management and archival institution firmly committed to fostering good governance and cultural pride for a vibrant, well informed, developed and open Filipino society

##### **MISSION**

To enhance transparency, public accountability and responsible governance, promote freedom of information, provide access to official records, preserve and popularize Filipino cultural heritage, and strengthen national identities while building international understanding through the implementation of programs on records management and archives administration

##### **KEY RESULT AREAS**

Transparent, accountable and participatory governance

##### **SECTOR OUTCOME**

1. Equitable access to adequate quality social services
2. Knowledge skills, attitudes and values of Filipinos to lead productive lives enhanced

**ORGANIZATIONAL OUTCOME**

1. Records management services delivered to clients
2. Public documents preserved, conserved and made available to stakeholders

**New Appropriations, by Program/Project**

		<u>Current Operating Expenditures</u>			
		<u>Personnel Services</u>	<u>Maintenance and Other Operating Expenses</u>	<u>Capital Outlays</u>	<u>Total</u>
<b>PROGRAMS</b>					
100000000	General Administration and Support	P 9,117,000	P 19,505,000	P	P 28,622,000
300000000	Operations	36,019,000	37,223,000	281,000	73,523,000
	MFO 1: Government Records Management Program Formulation and Implementation	23,158,000	19,700,000		42,858,000
	MFO 2: Government Archives Administration	12,861,000	17,523,000	281,000	30,665,000
<b>Total, Programs</b>		<b>45,136,000</b>	<b>56,728,000</b>	<b>281,000</b>	<b>102,145,000</b>
<b>TOTAL NEW APPROPRIATIONS</b>		<b>P 45,136,000</b>	<b>P 56,728,000</b>	<b>P 281,000</b>	<b>P 102,145,000</b>

**New Appropriations, by Central/Regional Allocation**

		<u>Current Operating Expenditures</u>			
		<u>Personnel Services</u>	<u>Maintenance and Other Operating Expenses</u>	<u>Capital Outlays</u>	<u>Total</u>
<b>REGION</b>					
	Regional Allocation	P 45,136,000	P 56,728,000	P 281,000	P 102,145,000
	National Capital Region (NCR)	45,136,000	56,728,000	281,000	102,145,000
<b>TOTAL NEW APPROPRIATIONS</b>		<b>P 45,136,000</b>	<b>P 56,728,000</b>	<b>P 281,000</b>	<b>P 102,145,000</b>

**Special Provision(s)**

1. Appropriations for Programs and Specific Activities. The amounts appropriated herein for the programs of the agency shall be used specifically for the activities in the amounts indicated under the Details of the FY 2014 Budget attached as Annex A (Volume 1) of this Act.

**PERFORMANCE INFORMATION**

**KEY STRATEGIES**

1. Change management for new practices as head agency for HARNIS
2. National business continuity for climate change and armed conflict

**MAJOR FINAL OUTPUTS (MFO) / PERFORMANCE INDICATORS**

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**Targets**

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**MFO 1: GOVERNMENT RECORDS MANAGEMENT PROGRAM FORMULATION AND IMPLEMENTATION**

Number of government agencies assisted in the records management implementation	600
Number of government agencies assisted in electronic conversion	10
Number of government agencies who transferred records to MAP Records Center	4
Number of government agencies assisted in in-house trainings by sending resource speakers and facilitators	20
% of government agencies who rate MAP as good or better	85%
% of requests for assistance and for transfer in 3 months	60%
Number of issuances on policies, rules & regulations prepared, reviewed and updated	1
Number of government programs to which substantial policy contributions are made	2
% of issuances and programs finalized for implementation	85%
% of issuances and programs completed in 6 months	50%

**MFO 2: GOVERNMENT ARCHIVES ADMINISTRATION**

Number of archived documents under management	25,000,000
% of archival documents requiring rehabilitation	20%
% of archival documents that are available in either microfilm, microfiche or digital form	30%
% of requests for archiving of documents acted upon in 7 days	50%
Number of general public served through access of records	15,000
Number of promotional activities of archival collections through printed publications, exhibits and other media	2
Number of international exchanges with partner archives completed including echo activities	2
% of clients who rate MAP as good or better	95%
% of requests for archived information that are met within 24 hours	25%