



EXECUTIVE ORDER NO. 05

Series of 2025

PROVIDING THE RECORDS MANAGEMENT GUIDELINES FOR MUNICIPAL ISSUANCES AND CORRESPONDENCES

WHEREAS, part of good organization management is to identify and formulate policies regarding agency records, that it should be classified and preserved as to permanent and with value, that it shall advice on the creation, maintenance, storage, use and disposition;

WHEREAS, the Sangguniang Bayan of Los Baños enacted Municipal Ordinance No. 2022-2328 entitled "An Ordinance Creating the Records Department in the Municipality of Los Baños Therefore Amending Municipal Ordinance No. 2022-2312" on October 17, 2022;

WHEREAS, Municipal Ordinance No. 2022-2328 mandated the creation of the Records Department which shall plan, formulate and implement records management and archival administration program for the efficient creation, utilization, maintenance, retention, storage, preservation and disposal of public records including the adoption of security measures and vital records protection program for the Municipal Government of Los Baños;

WHEREAS, the Ordinance enumerated the functions of the Records Department, as follows:

- 1.1 It shall serve as a centralized records department where records of the Municipal Government are to be stored, preserved and secured which shall include but not be limited to the following:
 - a. Enacted ordinances and approved resolutions;
 - b. Executive Orders and Memorandum Circulars from the President, Governor, Municipal Mayor;
 - c. Republic Acts, Presidential Decrees, Administrative Orders, Memorandum Circulars and other issuances from national agencies;
 - d. Original real estate titles owned by the Municipal Government like lands, buildings, and others;
 - e. Memoranda of Agreement, Memoranda of Understanding, Sister-City Agreements, Contracts, Covenants and such other agreements entered into by the Municipal Government;
 - f. Project proposals and Feasibility studies of various projects, undertaken, being undertaken, or to be undertaken by the Municipal Government through its concerned departments or offices;
 - g. Plans and designs of buildings, facilities and other structures owned, administered, managed or leased by the Municipal Government;
 - h. Inventory of properties and equipment;
 - i. Copies of Decisions or Resolutions of administrative, civil and criminal cases involving the Municipal Government, or any of its departments, offices, officials or employees.

- 1.2 It shall preserve and safeguard, by any possible means, integrity and safety of essential documents and vital records within its custody. the
- 1.3 It shall preserve and safeguard the integrity and safety of vital records within its custody.
- 1.4 It shall keep track through a Log Book or an Electronic Tracking System all archives and records that are coming in and going out.
- 1.5 It shall coordinate with all departments and offices regarding records that shall be furnished to its unit.
- 1.6 It shall make records available to any department and office of the Municipal Government, Civil Society Organizations, institutions, private individuals who/which are in need of the same

WHEREAS, the present administration deemed it necessary to ensure proper handling, organization, and safekeeping of all municipal documents, thus issuance of guidelines that shall be strictly observed;

NOW, THEREFORE, I, NEIL ANDREW N. NOCON, Municipal Mayor of the Municipality of Los Baños, Province of Laguna, by virtue of the powers vested in me by law, do hereby provide the Records Management Guidelines prepared by the Municipal Records Department to be followed by all personnel of the MGLB, to wit:

Office Flow for Records Management

1. Receipt of Documents.
 - All incoming documents (internal and external) shall be received by the Records Department.
 - The receiving personnel shall verify and log basic details (e.g., date received, sender, subject, department).
2. Classification of Documents
 - Received documents will be classified according to their nature (e.g., administrative, ordinance, resolutions, memorandum, legal, financial, correspondence, confidential, etc.).
 - Each document shall be assigned a classification code for proper identification and tracking.
3. Scanning and Encoding
 - After classification, documents will be scanned to create a digital copy.
 - Scanned documents will be encoded into the official Document Inventory System, including details such as:
 - Document title
 - Date received
 - Source/department
 - Classification code
 - Remarks (if any)
4. Filing and Storage
 - Once encoded, the original physical documents shall be filed and arranged in clearly labeled folders or boxes.
 - These will be stored systematically inside the Documentation Room, according to their classification and office.
 - The filing system must ensure easy retrieval, security, and protection of documents from physical damage.

5. Access and Retrieval (as needed)

- Authorized personnel may request access to specific documents through a retrieval form.
- The Records Officer (RO) shall log all retrieval/copy transactions for monitoring.

Reminders:

- All departments are advised to submit original and complete documents only.
- Urgent and confidential documents must be clearly marked and endorsed properly.
- The Municipal Records Office (MRO) must be copy furnished via email at records@losbanos.gov.ph for tracking and reference.

Process for Numbering and Dissemination of Memorandums, Executive Orders, Administrative and Office Orders

To establish a standardized and centralized process for the numbering, dissemination, and archiving of all Executive Orders, Memorandums, Administrative and Office Orders issued by an Office, ensuring proper documentation, control, and traceability.

This process applies to all Executive Orders (EOs), Memorandums (Memos), Administrative and Office Orders issued by an Office.

Process Flow:

1. Drafting and Submission for Approval

- Any office intending to release an Executive Order, Office Order, Memorandum, or Administrative Order must coordinate with the MRO, which is responsible for assigning official document numbers.
- No document shall be finalized or released without an official number from the MRO.

2. Submission of Signed Documents

- All Executive Orders, Memorandums, Office Orders, and Administrative Orders prepared by an office, once approved and signed by the Office of the Mayor, shall be submitted to MRO for:
 - Final numbering
 - Dissemination to all concerned offices
 - Filing and archiving of the original signed document

3. Assignment of Document Number

- The RO assigns a control number using the following format:
 - EO No. [Year] - [Sequential Number]
 - Memo No. [Year] - [Sequential Number]
 - OO No. [Year] - [Sequential Number]
- The assigned number is logged in the official Google Sheet Tracking Log, maintained and updated by the MRO.
- This tracking sheet is shared with the Office of the Mayor and the Municipal Planning & Development Office (MPDO) for real-time monitoring and reference.

4. Dissemination

- The MRO will disseminate the signed and numbered document to all concerned departments and offices, either in physical form or via email.
- All receiving offices are expected to acknowledge receipt of the document.

5. Filing and Archiving

- The original signed document will be filed and archived by the RMO in a secure and organized manner.
- Scanned copies will be stored digitally and included in the Document Inventory System.

6. Monitoring and Access:

- The Google Sheet for Numbering and Tracking shall include the following columns:
Document Type (EO, Memo, OO)
Document Number
Title/Subject
Date Issued
Department/Concerned Office
Remarks (if any)
- This file will serve as the official reference and monitoring tool for all numbered issuances.

Reminders

- Only the MRO is authorized to assign document numbers.
- No Executive Order, Memorandum, or Office Order shall be finalized or circulated without an official document number.
- The integrity and consistency of the numbering system must be strictly maintained.

Handling and Dissemination of Official Letters Issued by the Office of the Mayor

To establish a standardized and efficient process for the dissemination and filing of all official letters issued by the Office of the Municipal Mayor, ensuring proper documentation, accountability, and timely delivery to intended recipients.

This policy applies to all official letters (internal and external) prepared and issued by the Office of the Mayor, regardless of purpose, recipient, or mode of delivery.

All official letters originating from the Office of the Mayor shall be forwarded to the MRO for proper dissemination, documentation, and filing.

Process Flow:

1. Preparation of the Official Letter

- The Office of the Mayor prepares and finalizes the official letter, ensuring it is duly signed and complete with all necessary attachments (if any).

2. Forwarding to the Municipal Records Office

- The signed official letter shall be transmitted to the MRO for handling.

3. Dissemination by the MRO

- The MRO shall be solely responsible for the dissemination of the official letter to the intended recipients.
- Dissemination may be done through physical delivery, email, or other official communication channels.
- The MRO shall ensure that the document is properly received and acknowledged by the recipient office or agency.

4. Documentation and Filing

- All disseminated official letters shall be:
 - Logged in the official records registry
 - Scanned and saved in the document inventory system
 - Filed (both physical and digital copy) in the MRO Documentation Room
- The MRO shall retain the original signed letter for official archiving.

5. The MRO will maintain a logbook or digital tracking sheet of all official letters received for dissemination, indicating:

Subject
Date released
Recipient/s
Acknowledgment of receipt

EFFECTIVITY. This Order shall take effect immediately.

DONE this 14th day of July, 2025 at Los Baños, Laguna.


HON. NEIL ANDREW N. NOCON
Municipal Mayor



Republic of the Philippines
Province of Laguna
Municipality of Los Baños
Special Science and Nature City

RECORDS MANAGEMENT OFFICE

3/F, Municipal Building, National Highway, Brgy. Timugan, Los Baños, Laguna, 4030
Tel. Nos. : (049) 530 2981; 530 2952; 530 2953; 530 2818 Local: 3016



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NO	DEPARTMENT/UNIT	PRINTED NAME	DATE RECEIVED	SIGNATURE
1	Office of the Mayor	EMERILYN L. LACAPONDA	7-17-25	
2	Office of the Vice Mayor	Jellyn	7-17-25	
3	Municipal Administrators Office	Chell	7-17-25	
4	Sangguniang Bayan Members	Jellyn	7-17-25	
5	Municipal Accounting Office	Rose	07/17/25	
6	Municipal Assessor's Office	Alice	7-17-25	
7	Municipal Budget Office	Emy	7/17/25	
8	Municipal Engineering Office	MARIE	7-17-25	
9	Municipal Health Office	Kath	7-17-25	
10	Municipal Planning and Development Office	bern	7/17/25	
11	Municipal Treasury Office	lyn	7/17/25	
12	Municipal Social Welfare Development Office	NOEL	7/17/25	
13	Municipal Agriculturist Office	Emelita Dela Peña	7/17/25	



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BAGONG PILIPINAS

NO	DEPARTMENT/UNIT	PRINTED NAME	DATE RECEIVE	SIGNATURE
14	Municipal Disaster Risk Reduction Management Office	WILLIAM	7-17-25	[Signature]
15	Bids and Awards Committee	NUR	7-22-25	Nay
16	Office of the Local Civil Registry	JHEN	7/17/25	[Signature]
17	General Services Office	MADE	7/17/25	[Signature]
18	Office of the Sangguniang Bayan Secretariat	Jellyn	7-17-25	[Signature]
19	Tourism Office	MARK ALVIN C. ACEBEDO ADMIN AIDE	7/17/25	Mark
20	Gender and Development Program/Unit	Joy	7-17-25	[Signature]
21	Human Resources Management Office	LEMA-HERMO Maine	09/17/25	[Signature]
22	Public Employment Services Office	GERALD	7-17-25	[Signature]
23	Municipal Nutrition Office	DEUT	7-17-25	[Signature]
24	Municipal Urban Development and Housing Office	THOMAS	7-18-25	[Signature]
25	Market Administrators Office	Ana Marie	7-19-25	[Signature]
26	Office of the Slaughterhouse Master	LHYN	7/19/25	[Signature]
27	Municipal Environment and Natural Resources Office	BUBUT	7/17/25	[Signature]
28	Public Information Office	maine	7/22/25	[Signature]



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BAGONG PILIPINAS

NO	DEPARTMENT/UNIT	PRINTED NAME	DATE RECEIVE	SIGNATURE
29	Local Youth Development Office	PRINCESS CALLEJO	7/17/25	[Signature]
30				
31	DILG	N/A	N/A	N/A
32	Municipal Tanod			
33	LBTMO	c/o PAT	c/o PAT	c/o PAT
34	Municipal Action Center			
35	ADAO (Yakap Bayan Center)	RESALINA R. MORALES	7-17/25	[Signature]
36	OSCA	Princess Escosua	07/17/25	[Signature]
37	Information and Communication System Office	Jaron Mendoza	07/17/2025	[Signature]
38	Transportation and Regulation Unit	PAT	7/17/25	[Signature]
39	PDAO	CYRIL S. [Signature]	7-17-25	[Signature]