



Republic of the Philippines  
PROVINCE OF PANGASINAN  
Lingayen  
[www.pangasinan.gov.ph](http://www.pangasinan.gov.ph)

**OFFICE OF THE SANGGUNIANG PANLALAWIGAN SECRETARY**

# CERTIFICATION

**TO WHOM IT MAY CONCERN:**

*THIS IS TO CERTIFY that at the regular session duly constituted of the Sangguniang Panlalawigan, Province of Pangasinan, held on November 9, 2020 at Lingayen, Pangasinan, the following provincial ordinance was approved:*

Authored by SP Member Sheila Marie S. Perez-Galicia

**PROVINCIAL ORDINANCE NO. 248-2020**

**AN ORDINANCE CREATING THE PROVINCIAL ARCHIVES AND RECORDS CENTER (PARC) UNDER THE OFFICE OF THE GOVERNOR AND APPROPRIATING FUNDS THEREFOR**

**WHEREAS**, Section 374 of the Local Government Code of 1991 states that every local government unit shall provide for the establishment of an archival system to ensure the safety and protection of all government property, public documents or records such as records of births, marriages, property inventory, land assessments, land ownership, tax payments, tax accounts, and business permits, and such other records or documents of public interest in the various departments and offices of the provincial, city, or municipal government concerned;

**WHEREAS**, Republic Act No. 9470, otherwise known as the National Archives of the Philippines Act of 2007 declares as a state policy to give utmost priority for the safeguard, protection and preservation of the public documents and records, not only as fundamental instruments for efficient and effective governance but also as essential tools for the preservation of the country's history and cultural memory;

**WHEREAS**, Republic Act No. 9470 further provides that all public records with enduring value, held by government offices, including local government units shall be transferred to a permanent government repository for proper management, control and regulation of record disposition;

**WHEREAS**, in order to realize the above-stated policies, the Province of Pangasinan shall create a Provincial Archives and Records Center (PARC) under the Office of the Governor;

**NOW, THEREFORE**, on motion of SP Member Sheila Marie S. Perez-Galicia, duly seconded –

Be it ordained by the Province of Pangasinan in Regular Session assembled:



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**SECTION 1. Title.** – This Ordinance shall be known as the “**Provincial Archives and Records Center (PARC) of the Province of Pangasinan**”;

**SECTION 2. Declaration of Policy.** – The Provincial Government of Pangasinan hereby creates the Provincial Archives and Records Center and provides funds therefor to ensure the achievement of planning and implementing a records management and archival administration program in coordination with the National Archives of the Philippines including the adoption of security measures and vital protection programs for the Province.

**SECTION 3. Roles and Responsibilities.** – The Provincial Archives and Records Center shall:

1. Formulate policies for effective and efficient implementation of the Records Management Program which adheres to the standard of the National Archives of the Philippines (NAP) in all phases of Records Management, i.e. creation, maintenance and disposition;
2. Identify the documents which are of continuing value and requiring permanent retention and record of temporary value which may be promptly dispose at the expiration of their pre-determined periods;
3. Develop policies and technique for repairing damaged records and take positive steps to prevent loss and unauthorized destruction of records;
4. Establish a warehouse for storage of records submitted by offices and hospitals for disposal;
5. Propose innovative measures to improve records services to all stakeholders;
6. Establish and maintain a healthy working relations among archives and records officers/custodians as well as digitization providers locally and globally;
7. Identify and recommend additional equipment relevant for the new Provincial Archives and Records Center;
8. Establish linkages with digitization providers locally and internationally;
9. Make available the services of the Center for benchmarking and research by concerned stakeholders; *and*
10. Make archives and records services available at all times when necessary.

**SECTION 4. Creation and Transfer of Positions for the PARC.** –

- a. The position of one Administrative Officer V (Records Officer III) – SG 18 and one Computer Programmer II – SG 15 shall be created for the purpose of fulfilling the tasks of starting the operations of the PARC.
- b. The position of Administrative Officer I, Item 38 (SG 10) and Administrative Officer II (SG-11), Item 12 shall be transferred from the Provincial Governor’s Office-Administrative Division to the PARC to augment the services needed thereat.



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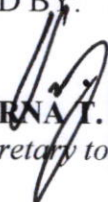
**SECTION 7. Administrative Clause.** – This Ordinance shall pertain and cover the PARC and its employees, programs and services.

**SECTION 8. Separability Clause.** – If any section or part of this Ordinance is held invalid or unconstitutional, the other sections or provisions not otherwise affected shall remain in full force or effect.


**SECTION 9. Repealing Clause.** – All other ordinances, orders, issuances, rules and regulations which are inconsistent with the provisions of this Ordinance are hereby repealed, amended or modified accordingly.

**SECTION 10. Effectivity.** - This Ordinance shall take effect on January 1, 2021.

CERTIFIED BY:

  
**VERNA T. NAVA-PEREZ**  
*Secretary to the Sanggunian*

ATTESTED:

  
**MARK RONALD DG. LAMBINO**  
Vice Governor  
*(Presiding Officer)*

APPROVED:

  
**AMADO I. ESPINO III**  
*Governor*