

Office of the President
of the Philippines
Malacañang

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MEMORANDUM ORDER NO. 126

CREATING A STEERING COMMITTEE TO PREPARE AND OVERSEE THE
OPERATION OF THE INTEGRATED RECORDS MANAGEMENT SYSTEM
FOR THE OFFICE OF THE PRESIDENT

In accordance with the Memorandum of Agreement entered into by and between this Office and the Technology and Livelihood Resource Center, (TLRC) on October 30, 1987, the said Center shall design, develop, install and operationalize a computerized microfilm-based Integrated Records Management System (IRMS) for the Malacañang Records Office, to modernize and improve its records keeping functions and storage space facilities.

In order to immediately implement the system, there is hereby created a Committee composed of the following:

Dir. Melquiades dela Cruz	- Malacañang Records Office	-Chairman
Dir. Ernesto P. Martinez	- Office of the Deputy Exec. Secretary	-Vice-Chairman
Atty. Rolando Bayan	- Legal Office	-Member
Mr. Norlito Quimel	- TLRC Representative	
Ms. Amelia Torrente	- TLRC Representative	
Mr. Roberto Lebarido	- Office of the Presidential Finance Assistant	-Member
Miss Aurora T. Aquino	- Malacañang Records Office	
Miss Teresita P. Suzara	- TLRC Representative	-Secretary

The Committee shall have the following functions:

1. Oversee the operationalization of the computerized microfilm-based IRMS;
2. Prioritize the installation of the different system modules;
3. Determine the requirements of the System;
4. Determine the future direction and integration of IRMS with other computerized systems in the OP.

The Committee shall work for the acquisition of adequate working area within the Administration Building to house the equipment and personnel of the System. It shall submit its progress reports and recommendations through the Deputy Executive Secretary to the Executive Secretary from time to time.

All heads of operating units in this Office are hereby enjoined to extend assistance and cooperation to ensure the successful implementation of this Project.



SAMILO N. BARLONGAY
Acting Deputy Executive Secretary

Manila, November 10, 1987