

A Survey-Research on Scientific-Technological Methods and Socio-Cultural Assessment for the Emergency Restoration of Official Documents in Super Typhoon-Affected Areas in the Philippines

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**16 April 2015, Eastwood Richmond Hotel, Quezon City
Japan–Philippine Urgent Collaborative Projects
regarding “Typhoon Yolanda” within the J–RAPID Program**

POST-DISASTER ASSESSMENT OF ACADEMIC LIBRARIES AND GOVERNMENT OFFICES IN EASTERN VISAYAS AFFECTED BY SUPER TYPHOON HAIYAN

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ACADEMIC LIBRARIES



EVSU Tanauan

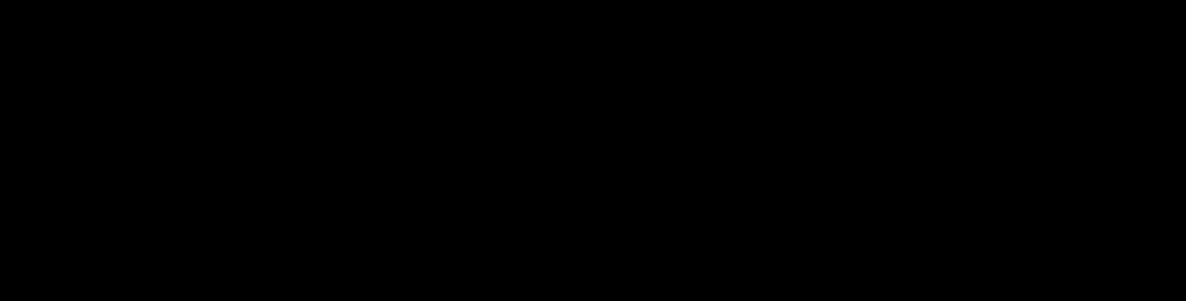
OBJECTIVES (Study I)

The study aims to identify:

- the factors that contributed to the extent of damage in the libraries and the collections;
- the level of knowledge of the library staff on disaster management;
- the strengths and weaknesses of existing disaster management plans;
- the disaster preparedness and recovery efforts done by the librarians.

Table 1. Profile of Libraries Surveyed

	f	%
State Universities and Colleges (SUCs)	7	77.78
Private	2	22.22
Physical Structure		
Concrete (Cement and Steel)	6	66.67
Mixed (Cement and Wood)	3	33.33
Distance from the Shoreline		
Less than 25 meters	1	11.11
25.1- 50	1	11.11
50.1- 75	1	11.11
75.1-100	1	11.11
100.1-500	4	44.45
In the capital (too far from the shoreline/river)	1	11.11
With Disaster Management Plan?		
Yes*	2	22.22
No	7	77.78
Intends to draft and implement DMP?		
Yes	6	85.71
No	1	14.29



Eastern Visayas (n=9)

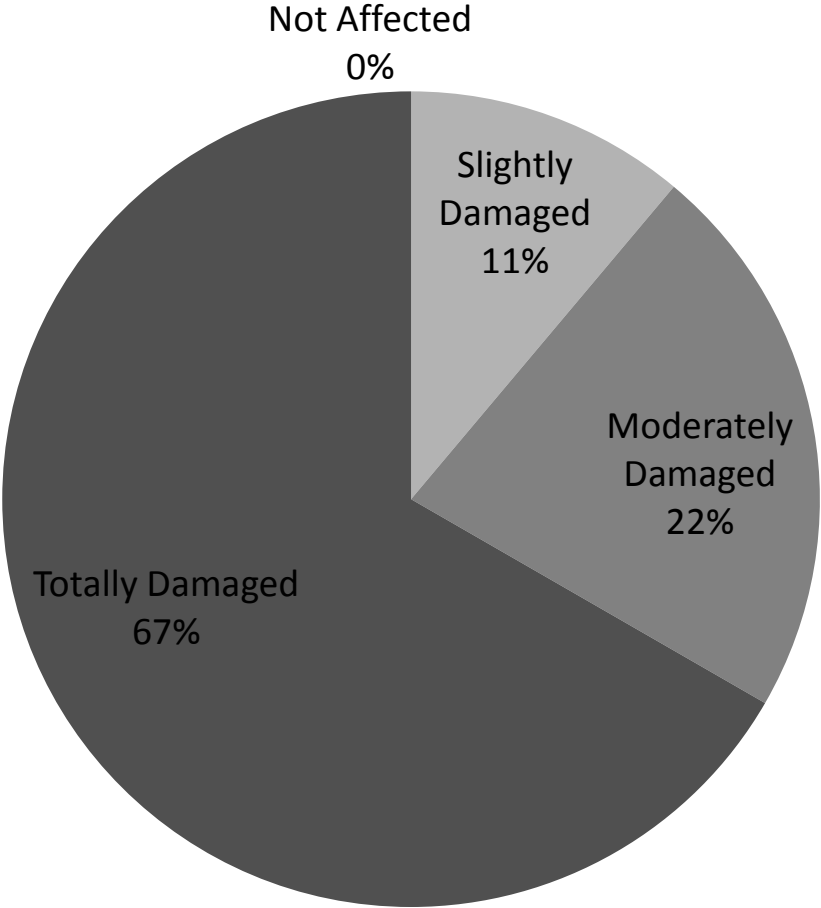


Figure 11. Reported Damage to Library Buildings and Collections

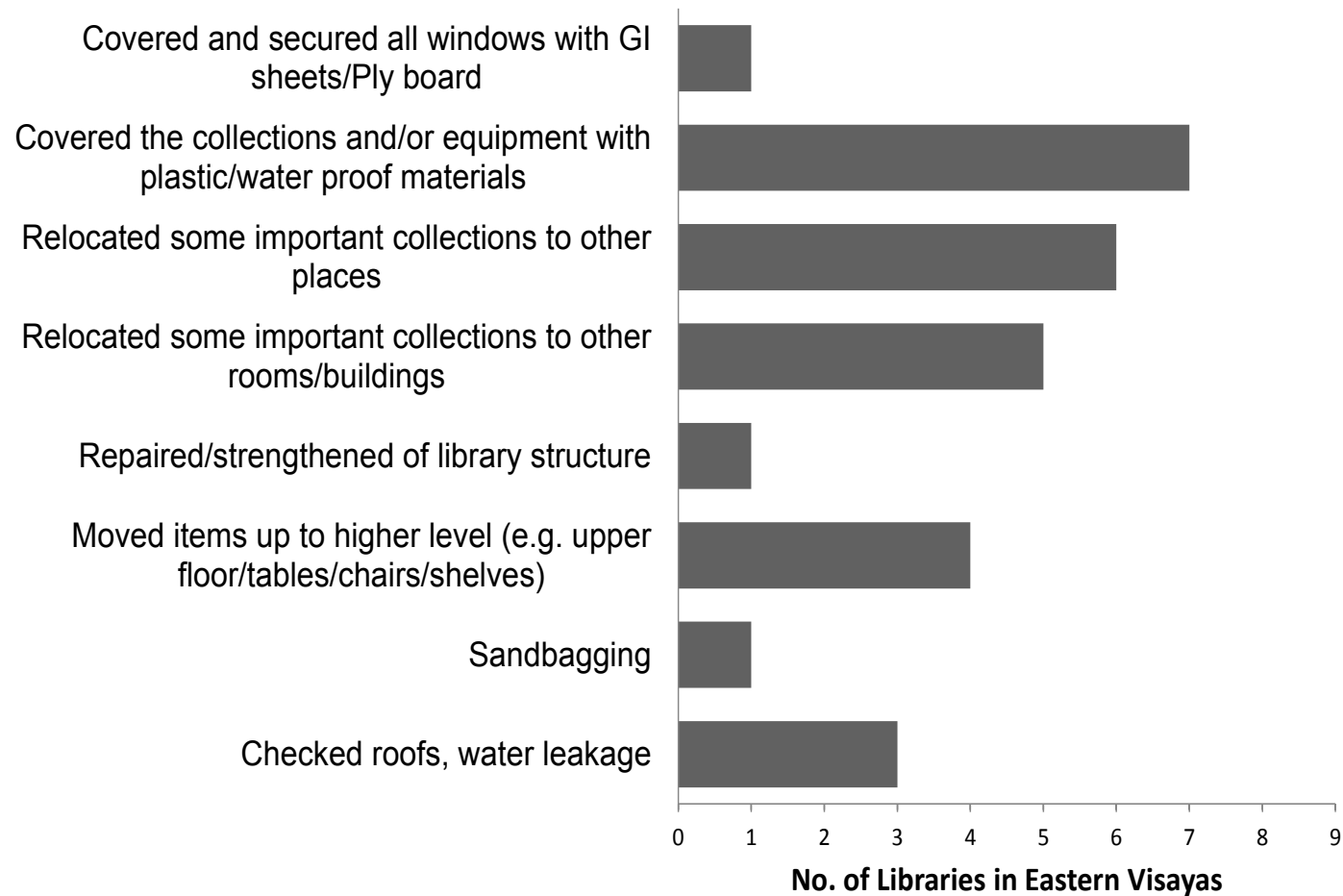


Figure 2. Preparations done in Libraries before typhoon Haiyan struck

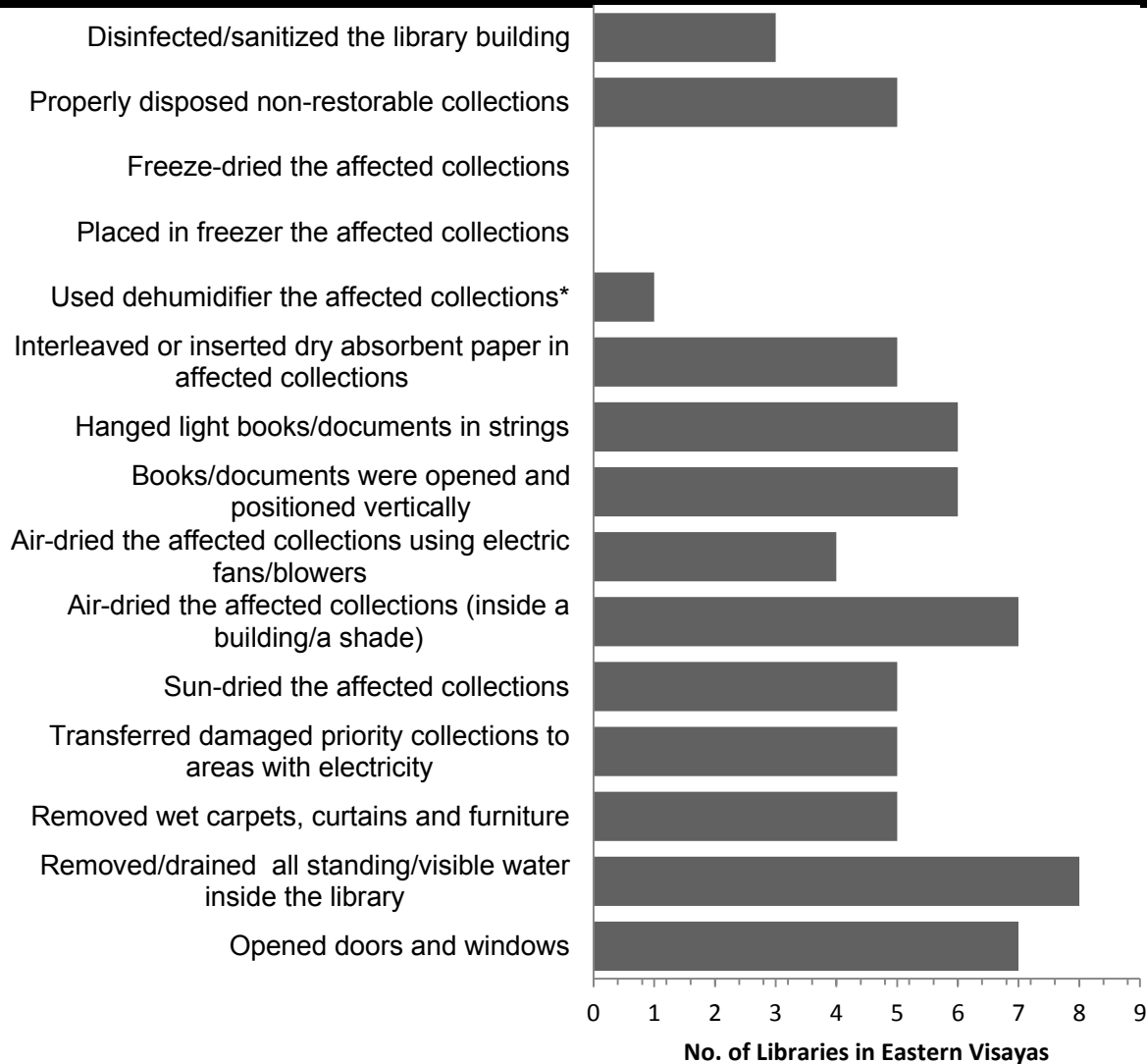


Figure 3. Recovery efforts done by librarians in Eastern Visayas

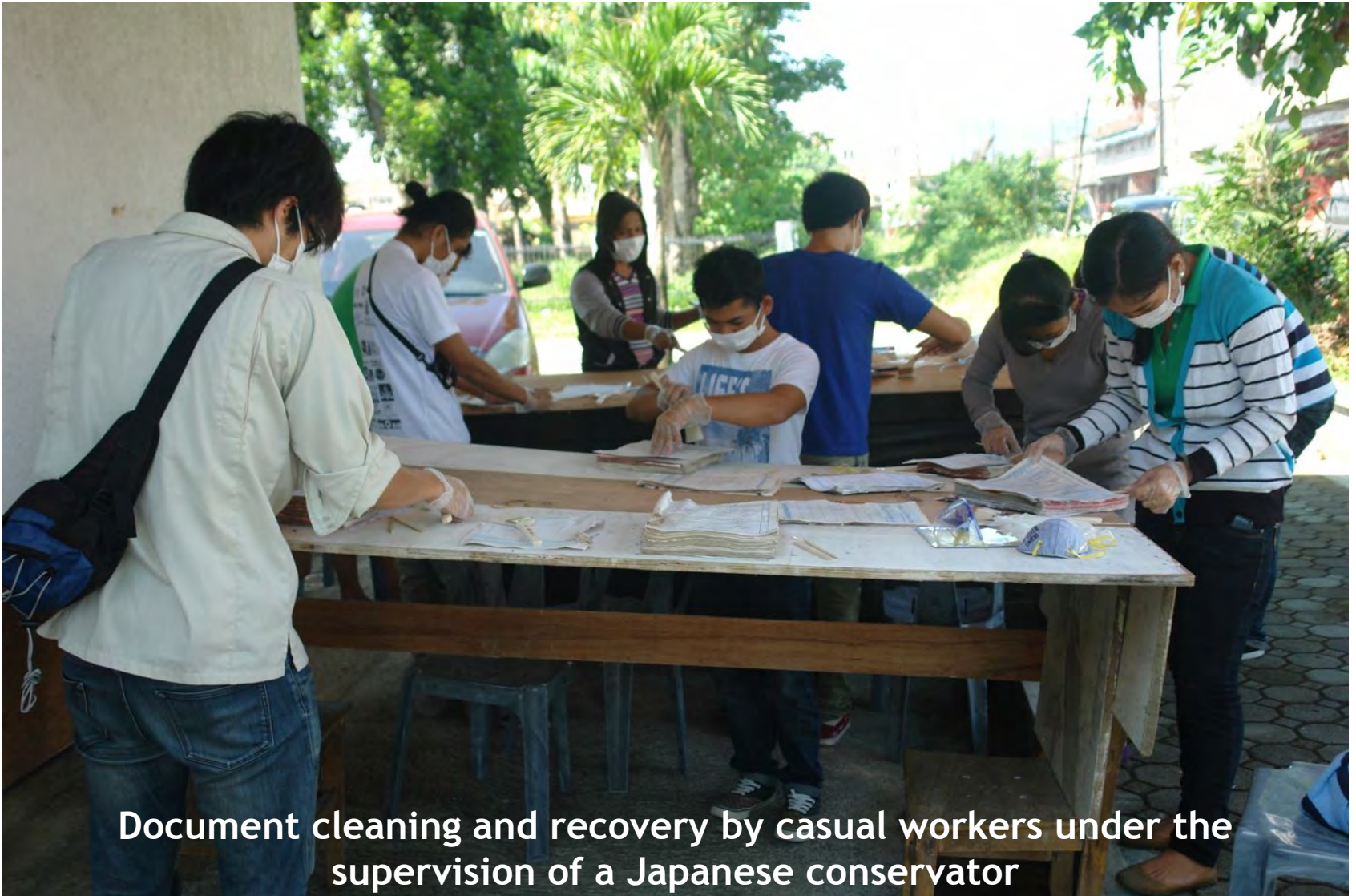
GOVERNMENT RECORDS OFFICES

- Determine the extent of damage on records
- Determine the immediate response applied after the typhoon
- Identify on-going recovery programs
- Describe the institution/office's disaster management practices and needs in terms of disaster management and preparedness program in the areas of:
 - Building, Environment, Storage, Housekeeping, Training Needs
- Conduct basic conservation and preservation trainings on the affected offices



Case I. Documents to be cleaned by casual workers (a) before cleaning (b) demonstration was conducted (c) basic tools used (d) finished product

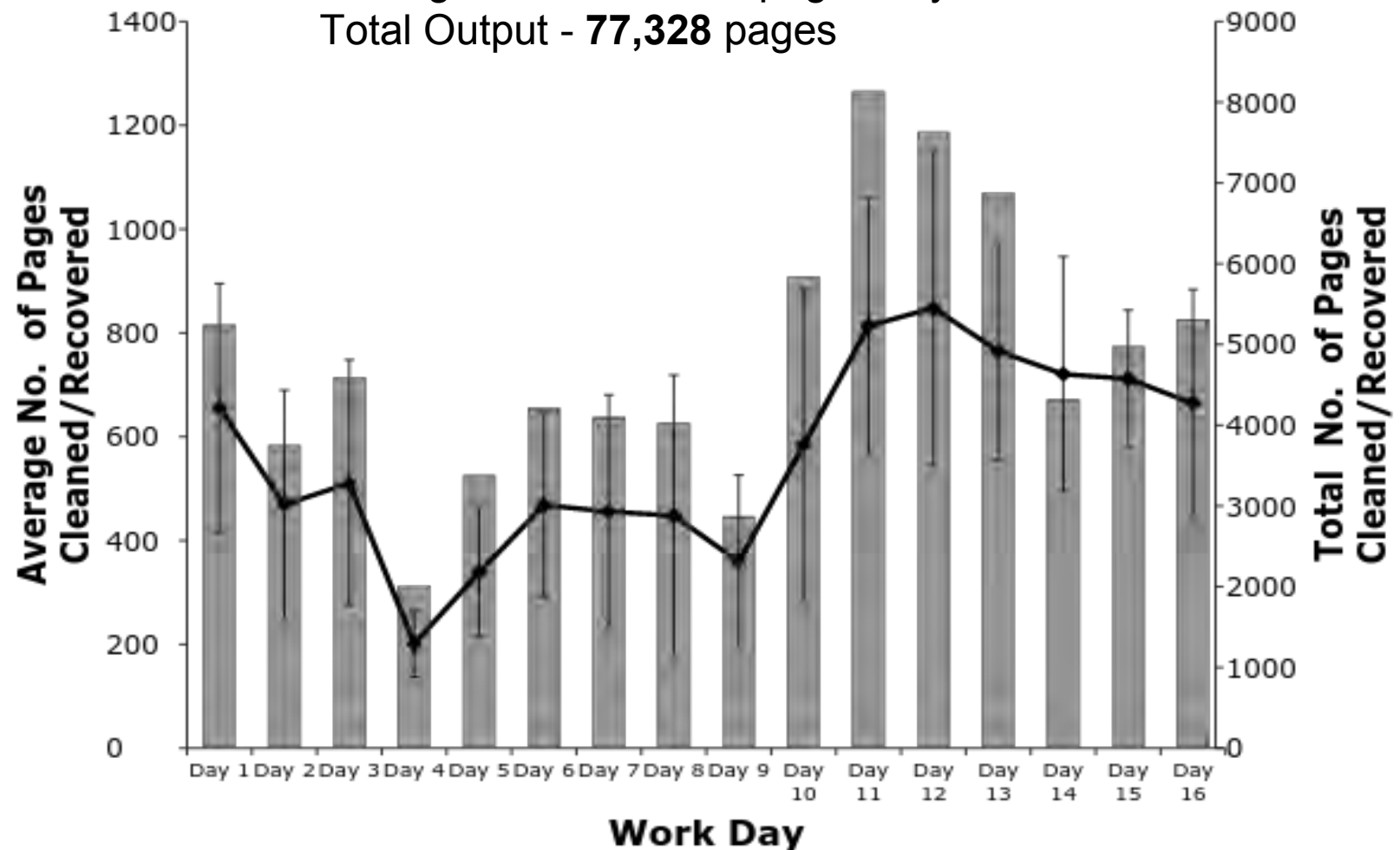
Cash for Work Program



Document cleaning and recovery by casual workers under the supervision of a Japanese conservator

Figure 4. Number of pages cleaned by Cash for Work program casual workers

Sixteen (16) work days with **7-10** workers
Average - **597** pages/day/worker
Total Output - **77,328** pages

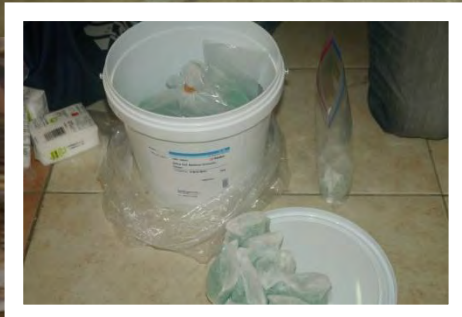




(a)



(c)



(b)



(d)

Treatments and intervention conducted- (a) air drying using plastic wire mesh (b) silica gel (c) oxygen and moisture absorbent (d) immersion to tert-Butyl Alcohol



(a)



(c)



(b)



(d)

Examples of documents (a) to be recovered (b) enclosed in a folder (c) with ink blotting and (d) beyond recovery



(a)



(b)



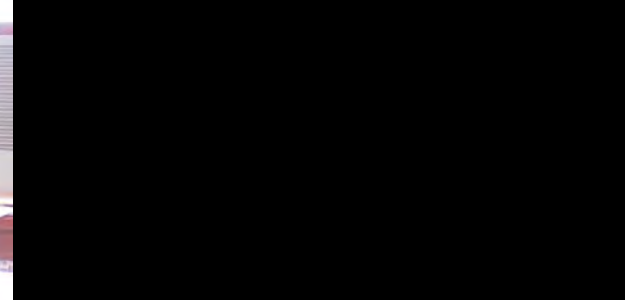
(c)

Case II. Service records (a) damaged documents (b) almost dry documents (c) sorting and organizing cleaned/dried documents

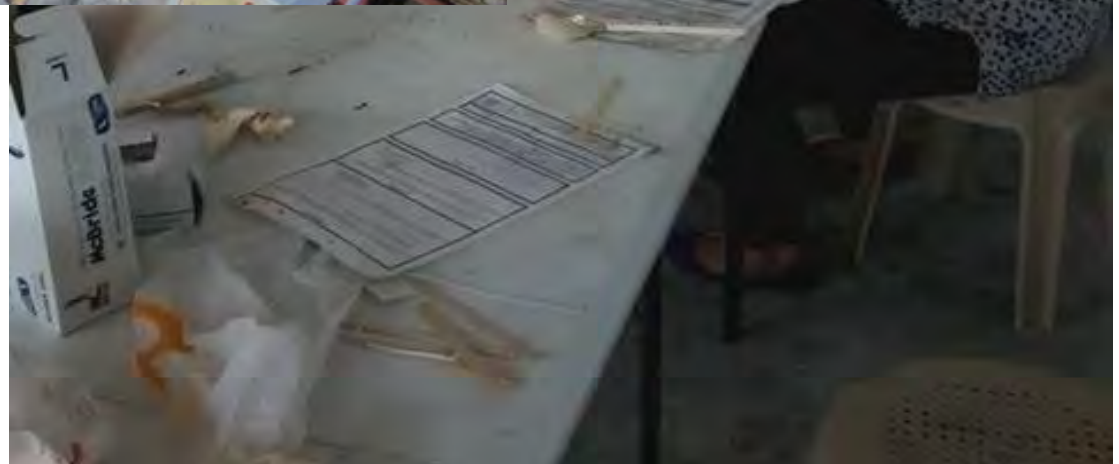




Storage conditions of damaged and recovered records



Technical assistance given
through demonstration on how to
clean/rescue damaged records





(a)



(c)



(b)



(d)

(a) The use of Japanese Tissue (b) “grooming” (c) use of tapes (d) scanning and digitization

ENTRANCE FEES FOR 1st SEMESTER SCHOOL YEAR 2014-2015

MISCELLANEOUS FEES ONLY	1ST YEAR	2ND YEAR	3RD YEAR	4TH YEAR	5TH YEAR
REGULAR FEES					
Registration Fee	50.00	50.00	50.00	50.00	50.00
* Athletic Fee	150.00	150.00	100.00	100.00	100.00
Library Fee	50.00	50.00	50.00	50.00	50.00
Sub-total	250.00	250.00	200.00	200.00	200.00
TRUST FUND					
Medical/Dental Fee	100.00	100.00	100.00	100.00	100.00
Trust Fund	50.00	50.00	50.00	50.00	50.00
Student Services Fee	50.00	50.00	50.00	50.00	50.00
** School Organ Fee	100.00	100.00	50.00	50.00	50.00
Library Trust Fund	25.00	25.00	25.00		
*** Supreme Student Govt. Fee	50.00	50.00	50.00		
* Cultural Fee	150.00	150.00	50.00		
Student Devt. Fee	200.00	200.00	200.00		
Scuaa Fee	15.00	15.00	15.00		
Guidance Fee	30.00	30.00			
NSTP/CWTS	225.00				
ID Fee	75.00				
Sub-total	1070.00	770.00	590.00		
TOTAL	1320.00	1020.00	790.00		

MIDTERM/FINALS:

TUITION FEE 150.00/unit 1st year/4th year/transferor/return
130.00/unit 5th year students

SDF (Student Development Fund)

300.00 (1st-5th year students)
to be collected during mid-term exam.

LABORATORY FEE:

70.00/hr

COMPUTER LABORATORY FEE

200.00/subject

- * Board Resolution No. 21,s.2010.
- **Board Resolution No. 84,s.2010.
- ***Board Resolution No. 61,s.2008



Findings

- The extent of damage and delay in the recovery of records reflects the current practices in terms of planning, coordination, response and delegation of responsibilities in selected libraries and offices in the affected areas in the Visayas
- Records recovery responses were not immediate due to lack of disaster management plan
- Some of the initial efforts were not responsive or have only caused further deterioration as standard practices in records response and recovery were not followed
- Unavailability of materials to be used is one of the problems that hampered the records recovery activities
- Records are not on top priority
- While some institutions have existing Disaster Management Plans, records recovery is not included.

Recommendations 1

Records recovery and restoration (Immediate)

- Continuation of the Cash for Work program, with the technical assistance of trained personnel (librarians, archivists, records officers) to hasten the recovery and preservation of records
- Rehabilitation of libraries and records offices with supplies and equipment necessary for the long-term storage and preservation of these recovered records
- Training of librarians, library staff, records officers, and other stakeholders responsible to the management of institutional records
- Practical measures could be employed to minimize risk.

Recommendations 2

Disaster Management Plan (Long-term)

- Disaster Management Plans should be developed in institutions which will also include the risk assessment and procedures for disaster response and recovery of their records.
- Establish collaboration among librarians, records officers, archivists and disaster management agencies concerned to identify the current the level of vulnerability to disasters, identify available resources, training needs assessment and collaborative procedures for immediate response

Thank you!

**Assessment of the conservation
intervention on the records of the
Professional Regulation
Commission Regional Office in
Tacloban city, Leyte, Philippines
damaged by supertyphoon
“Yolanda” (International name:
Haiyan)**

Report of Yolanda C. Granda, Chair, and
Lourdes T. David, Member, Professional
Regulatory Board For Librarians

Background

- The Professional Regulation Commission (PRC) Regional Office in Tacloban City, Leyte, a government office that manages the regulation and licensing of various professions and occupations under its jurisdiction, was among the numerous government offices whose records were severely damaged on November 8, 2013 by super typhoon “Yolanda” (International name: Haiyan).

Importance of Records

- Records are material evidences of the business processes and activities of an institution. The proper organization and preservation of these records is a primary responsibility of each agency to promote accountability and transparency for good governance, and to develop a comprehensive archive which will document the growth and development of the institution and the important contributions of its officials and staff.

The PRC Regional Office in Tacloban

- The Philippine Regulation Commission (PRC) Regional Office in Tacloban City, Leyte, a government office that manages the regulation and licensing of various professions and occupations under its jurisdiction.
- It was among the numerous government offices whose records were severely damaged on November 8, 2013 by supertyphoon “Yolanda” (International name: Haiyan).



The Commission's Regional Office is located on the first floor of this building hence all of its records were soaked in muddy seawater and rainwater.

Initial response: Telephone instructions

- keep records intact but segregate thoroughly wet records from slightly wet records;
- stabilize the area containing the records; and
- start salvaging records as soon as possible but only if there is staff with knowledge on records recovery and conservation.

Problem

- People were not concerned about salvaging records. They were concerned about rebuilding lives.
- There was no trained archivist in the office
- There was no response and recovery management plan for records in case of a disaster.

Objectives of the Study

- **This study aimed to assess the results of the conservation intervention rendered by the PRBoard for Filipino Librarians (PRBFL) on the vital records of the PRC Regional Office in Tacloban, Leyte damaged by super typhoon Yolanda;**
- **identify problems encountered before and after the initial assistance provided; and**
- **Train office staff and volunteers of the Regional Office with assistance from the SFA, JICA, and JST on records salvaging and recovery.**

Condition of the records before treatment



**Some of the wet and muddied vital records
Damaged by “Yolanda” (Haiyan) that had to be
shoveled out from the mud.**

Muddy Records for Washing



Cleaning the Vital Records

The washing and wrapping in nylon cloth took two and a half days. The procedure followed is standard for salvage and recovery of records soaked in water and mud, (USA National Archives and Records Administration, 1993).



Removing Mud



Washing

Washed and Wrapped Records



After washing and treating with alcohol records were wrapped and packed for freeze or air drying. Unfortunately neither electricity nor freezers were not available

Dry records for cleaning



Although the washed records were not kept in the freezer, they did not get moldy and the sheets did not stick tightly together.

Unwashed Records

- Records which were not washed and treated with alcohol became moldy



Moldy records were treated with ethyl alcohol and paradichlorobenzene

Records that are not thoroughly soaked



- Records that were not thoroughly soaked were removed from the wet envelopes for drying and cleaning.

Cash for Work Program

- After the initial work done by the Professional Regulatory Board for Librarians (PRBFL), the Society of Filipino Archivists (SFA) with assistance from JICA, a cash for work program was sponsored by JST as part of its scientific research program conducted in the disaster areas.

Outputs of the Cash for Work Program

- Certificates:
 - Washed—223
 - Dry cleaned—2787
 - Mended—190
- Permanent Registration cards (PERCS)—18 linear feet
- Identification cards
- Rating Records
- Official receipts
- Reports of Collection

Workers were trained to

- Wash muddied records
- Dry the washed records
- Separate the sheets
- Dry clean the records
- Mend sheets
- Sort and pack the records

Washing Muddied Records



Drying on Nylon Sheets



Separating Sheets



Cleaning Records



Repairing Records



Sorting Certificates



Recovered and Treated Records for Safekeeping



Conclusion

- The intervention of the volunteer teams was found effective in:
 - salvaging vital records which were thoroughly soaked in muddy salt water;
 - treating salvaged records to prevent further damage; and
 - training personnel and casual cash for work staff on the procedures to follow in salvaging and treating records thoroughly wet by salty muddy water.

Conclusion

- Problems before and after the initial assistance provided were identified:
 - The people were not concerned with recovering records because they were more concerned about recovering their lives and properties.
 - They were not trained to salvage records damaged by seawater and rain water.
 - The office did not have a disaster management plan for records.

Conclusion

- The office staff and volunteers of the Regional Office with assistance from the SFA, JICA, and JST were trained on the salvaging and recovery of vital records.
- Washing and treating records with alcohol prevented molding.

Recommendations

- Continue the recovery and conservation of water-damaged vital and archival records of PRC Regional Office in Tacloban;
- Provide further training to staff and volunteers on records management, archives management, records preservation, conservation and disaster management and establish a network of trained personnel in the area;
- Seek assistance from societies, agencies and volunteer groups to continue recovery work and training .

References

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<http://www.documents.dgs.ca.gov/osp/calrim/DisasterHndbk12-03.pdf>
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<http://www.archives.gov/records-mgmt/vital-records/>

Alcohol Treatment for Fast Drying of Flood-Damaged Documents:

A Case Study in Tacloban

**Toshiharu Enomae, Ph.D. & Professor
Tunchira Bunyaphiphat, Ph.D.**

**Life and Environmental Sciences
University of Tsukuba, JAPAN**

Save flood-damaged documents

Paper and books are damaged by flood, surge, and tsunami.



To inhibit mold growth

Washing



Drying



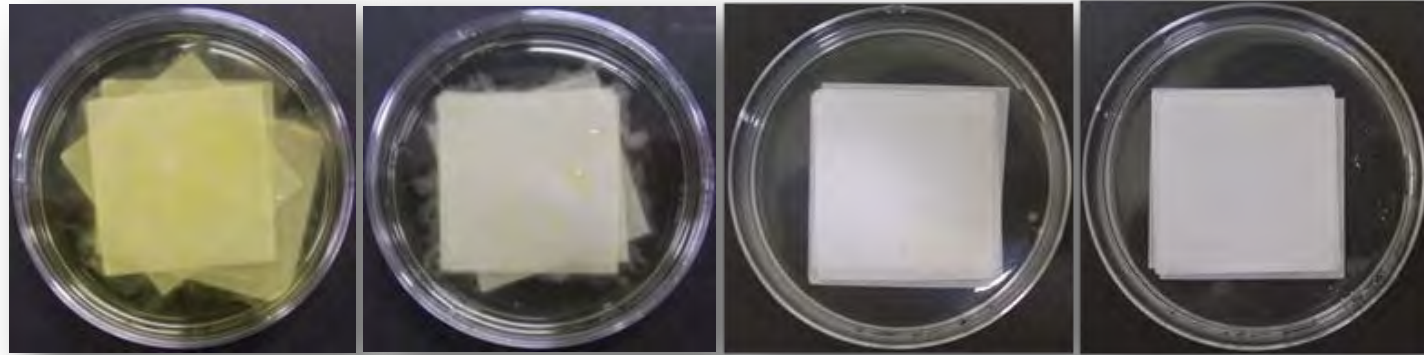
Restoration

... **Speedy action is difficult!**

Immersion in saltwater

was proposed.

Saltwater inhibits mold growth



0%

2.0%

3.0%

3.5%

NaCl aq. sol.

(in 7 days)

- As **NaCl concentration** increases, bacteria grew less .

Save flood-damaged

Paper and books are damaged by flood, surge, and tsunami.



To inhibit mold growth

Washing



Drying



Restoration

... **time-consuming and labor-intensive**

Immersion in saltwater

was proposed.

Post-drying paper properties

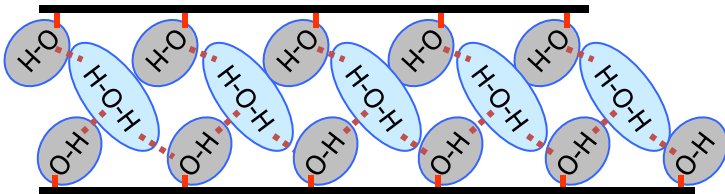
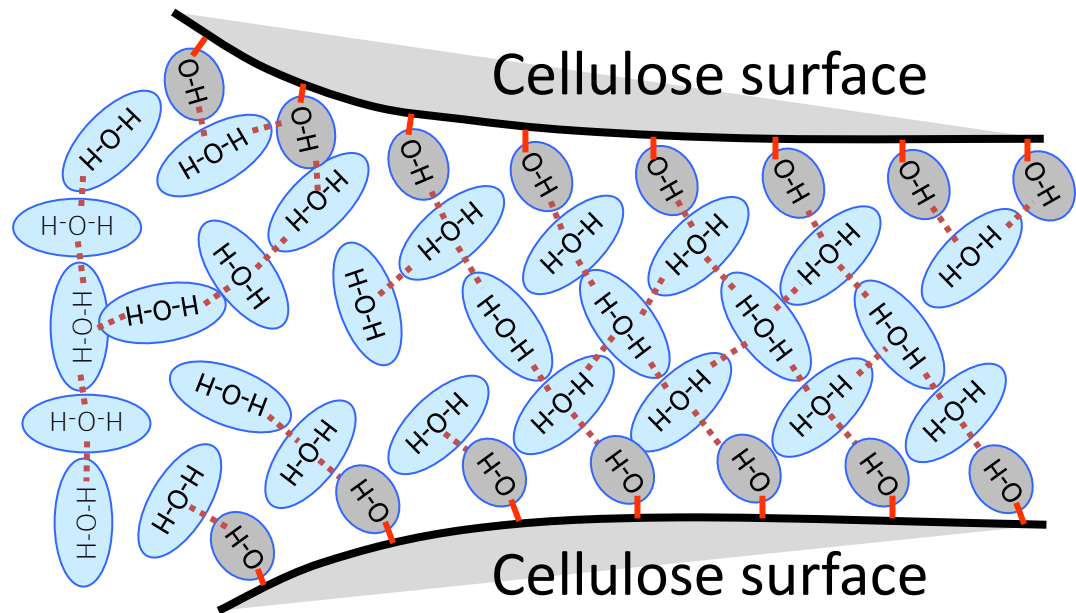
Drying method	Merits	Demerits
Air-drying Simple long drying time	Clean Strong	Shrinkage, Cohesion Brittle in water Ink jet inks runs
Freeze-drying Expensive Needs electricity	No shrinkage	Less strong after drying
Solvent exchange Needs TBA etc. Quick drying	Quick drying No shrinkage No cohesion	Some ballpoint inks run Less strong after drying

How *tert*-butyl alcohol works

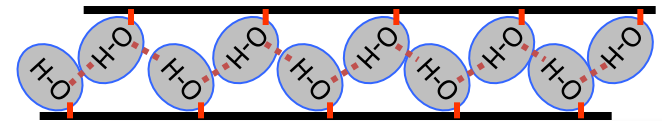
Inter-fiber bond formed by water

- Interfiber approach and hydrogen bond formation due to water evaporation

Loose hydrogen bond mediated by water



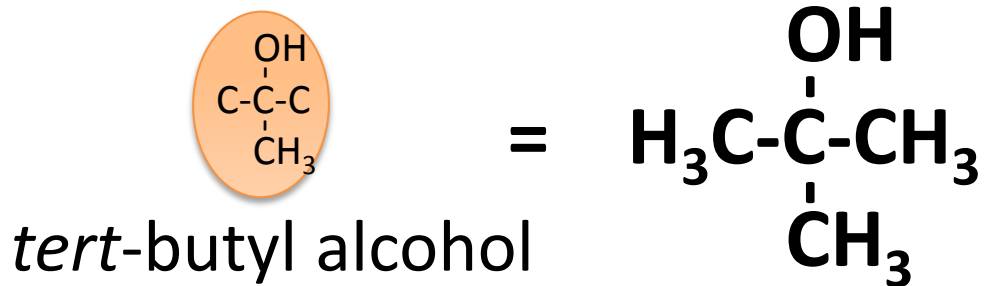
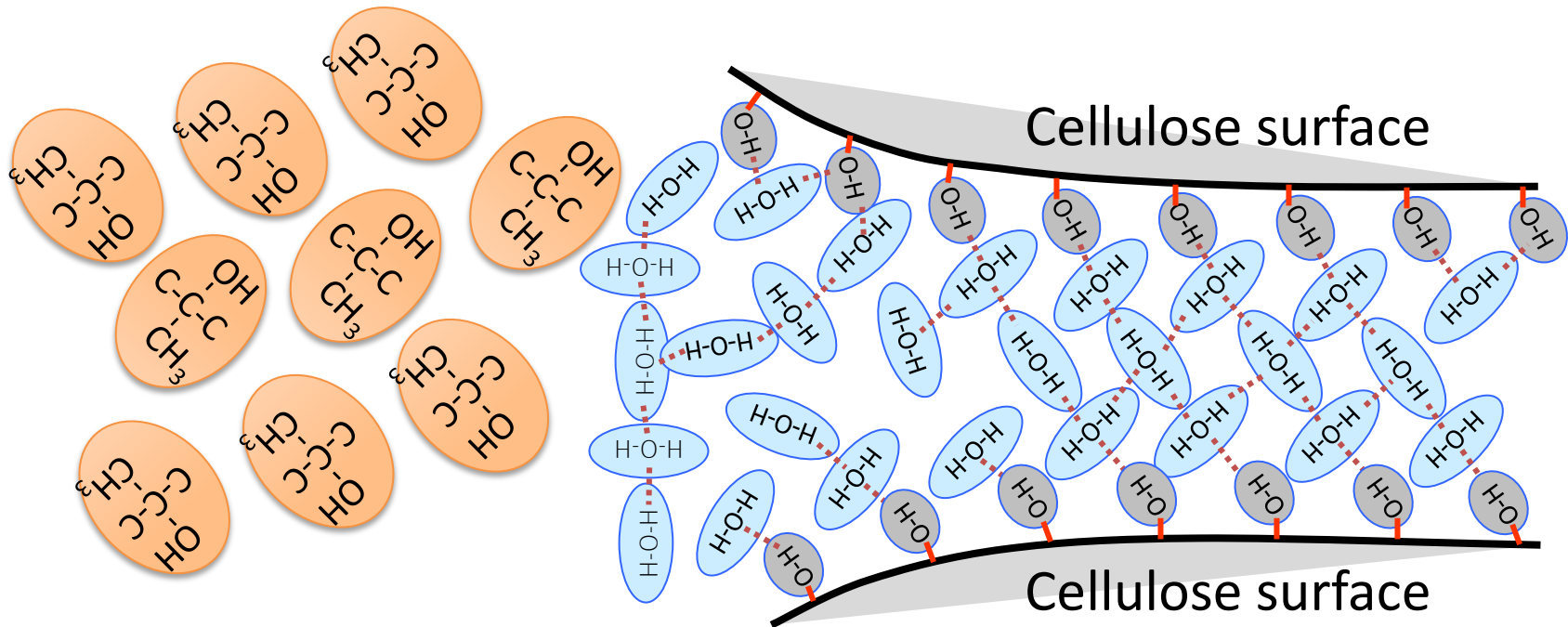
Firm hydrogen bond with a water monolayer



Direct hydrogen bond

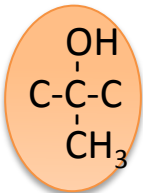
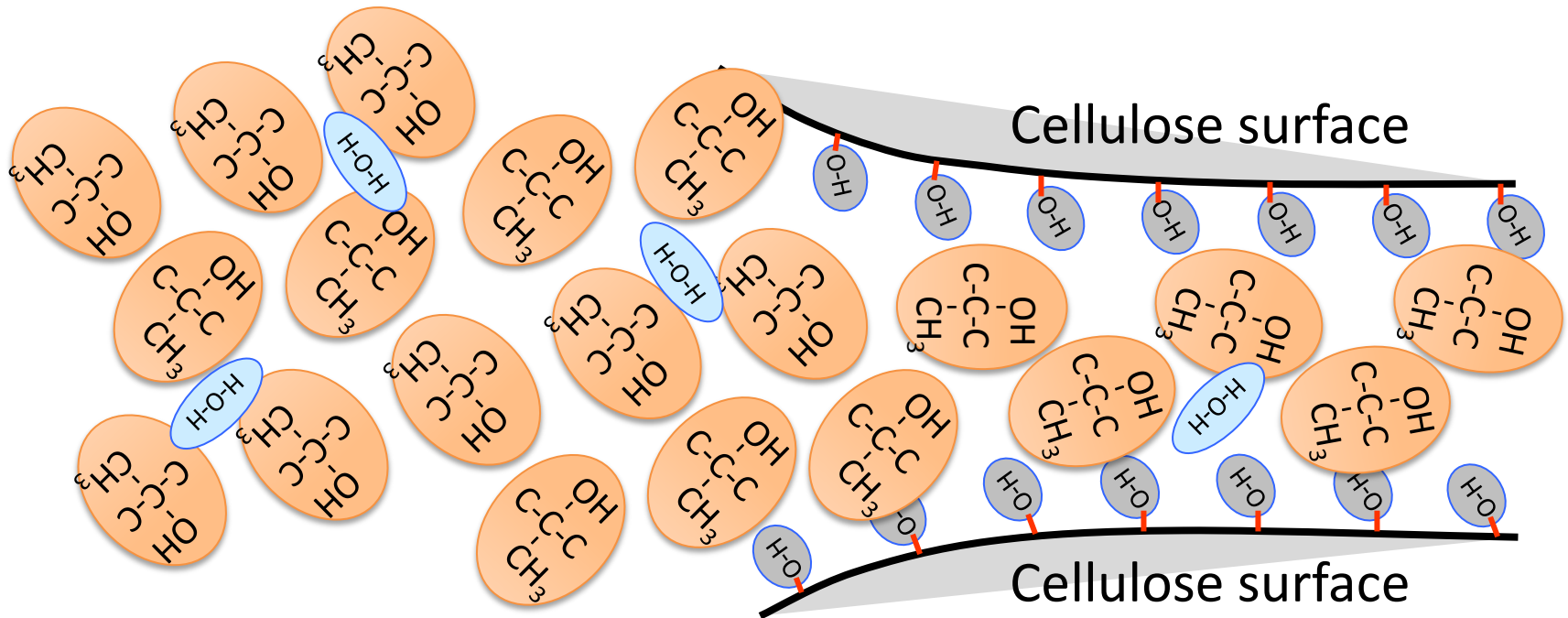
If t-butyl alcohol (TBA) applied

- TBA dissolves water molecules.

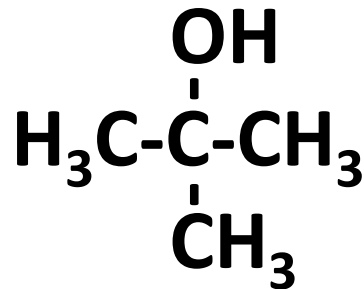


If t-butyl alcohol (TBA) applied

- TBA dissolves water molecules.



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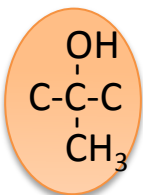
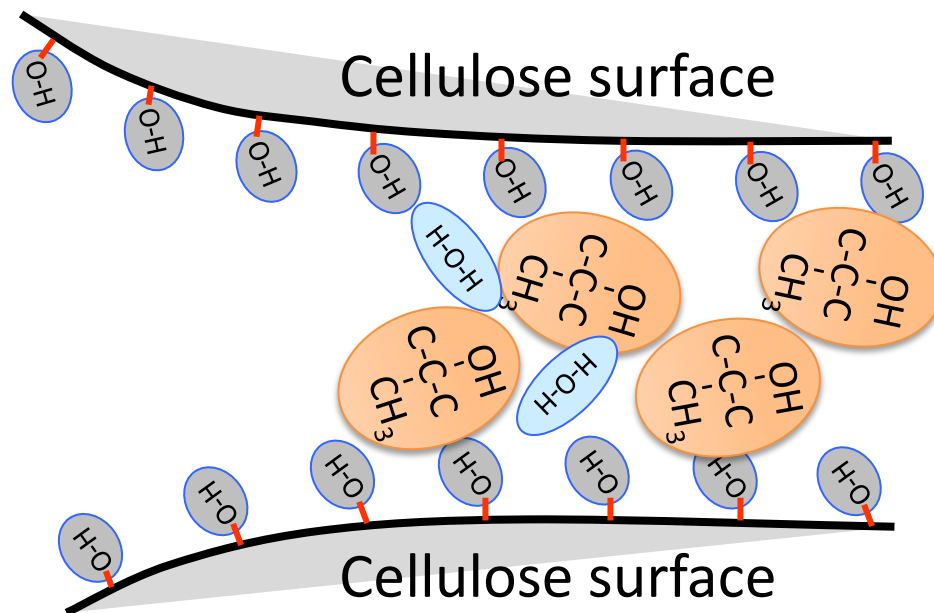


tert-butyl alcohol

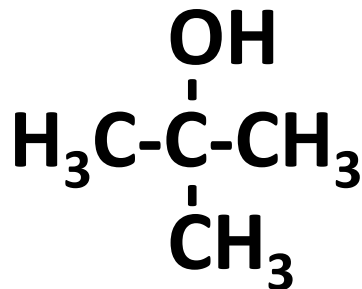
Water molecules are
replaced with TBA

If t-butyl alcohol (TBA) applied

- TBA evaporates more quickly than water.



=

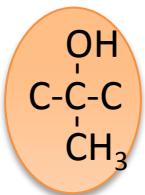
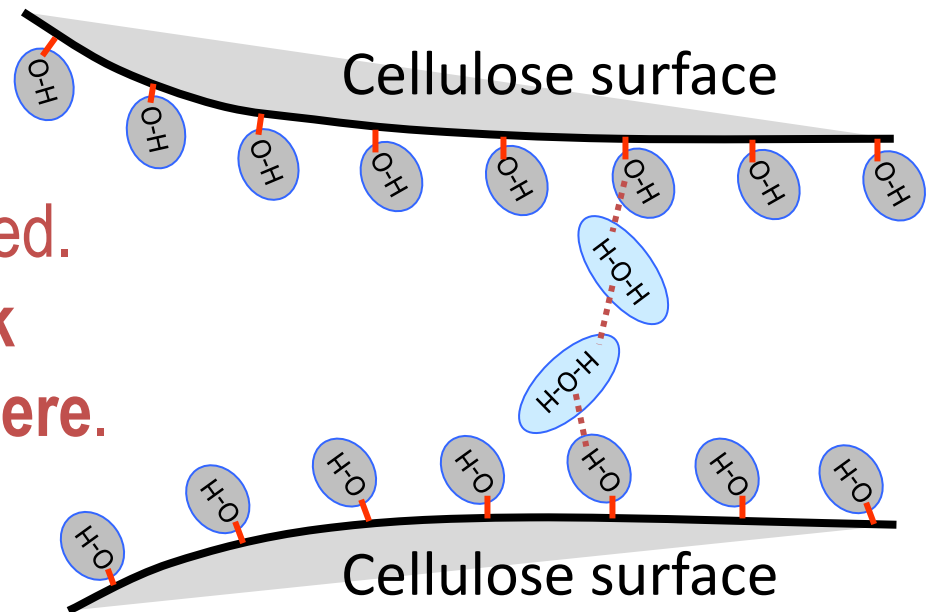


tert-butyl alcohol

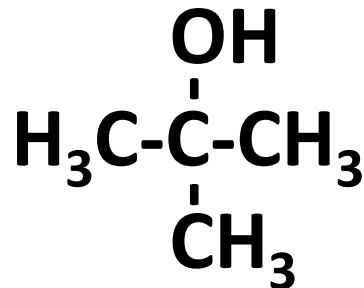
If t-butyl alcohol (TBA) applied

- TBA evaporates.

Inter-fiber bond are not formed.
Paper **becomes** rather **weak**
and bulky, but **does not cohere**.



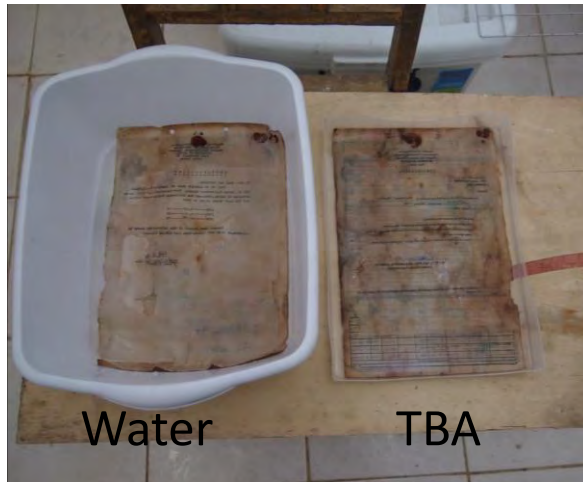
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tert-butyl alcohol

Typhoon Yolanda-damaged documents



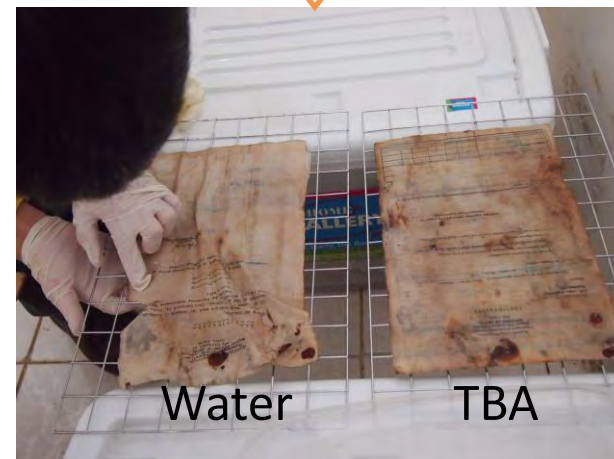


Immersion of damp documents for 10 min

- **Quicker drying with TBA**
- **Water reduced paper strength**
- **Easy handling with TBA**



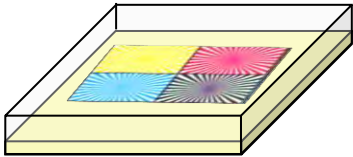
Taking out the documents



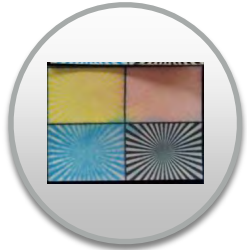
Ink bleeding test – inkjet on different papers



Ink-jet printed



Immersed for 5 min



Dried on metal plate

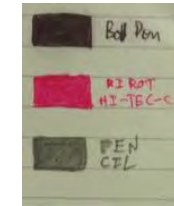
Alcohol	Inkjet paper		Copy paper		Book paper	
	Gloss	Matt	Y	M	C	K
Original						
TBA						
1-propanol						
95% ethanol						
70% ethanol						

Ink bleeding test – different printing methods

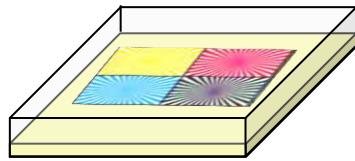
Laser-printed
or copied



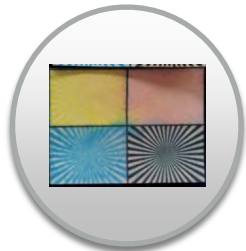
Offset printed



Ballpoint
pen drawn



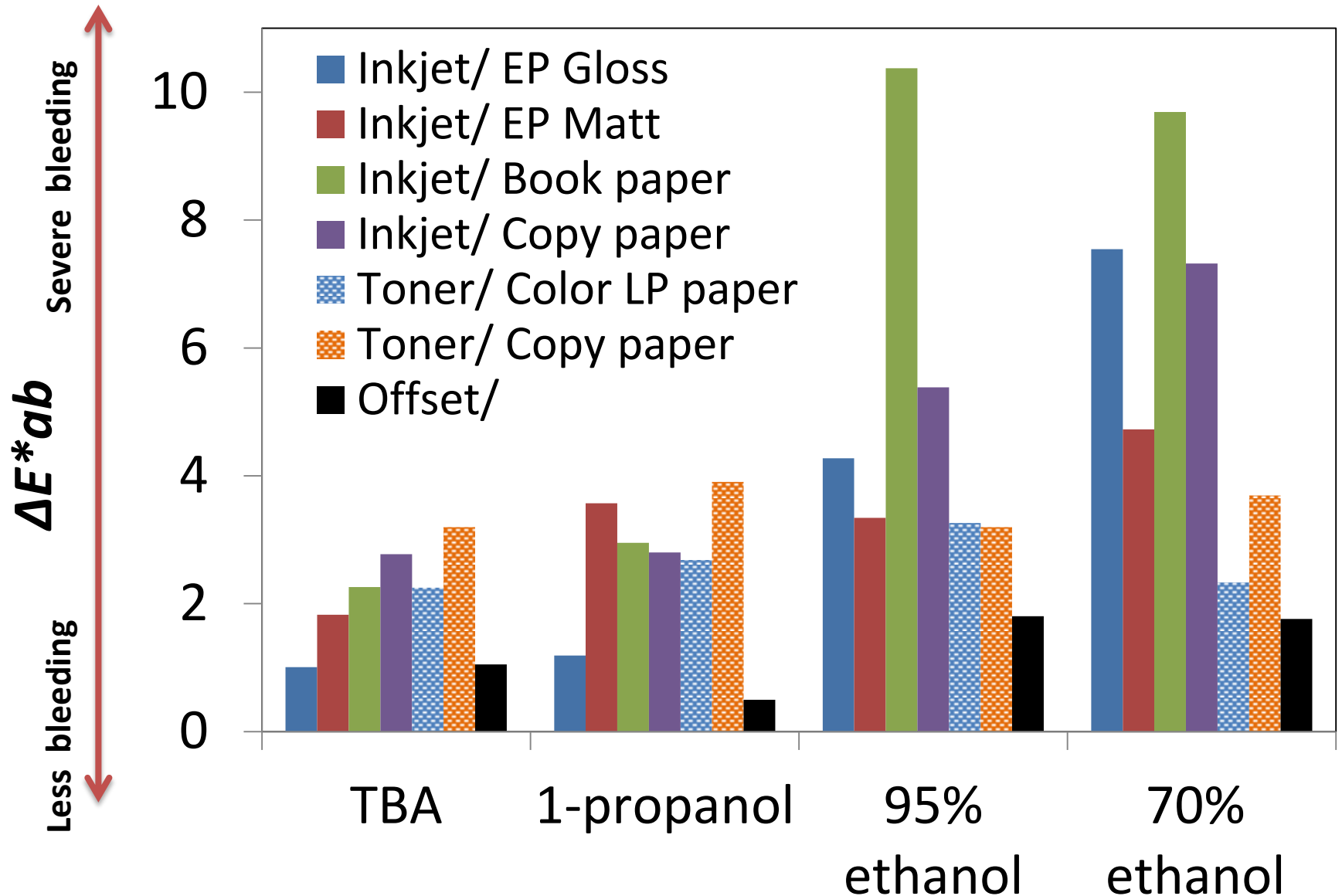
Immersed for 5 min



Dried on metal plate

Alcohol	Laser				Copier				Ballpoint pen			Offset
	Y	M	C	K	Y	M	C	K	Ball-pen	Gel-pen	Pencil	
TBA												
1-propanol												
95% ethanol												
70% ethanol												

Ink bleeding test



Ink bleeding test on site

**Stamp pad
ink**



TBA

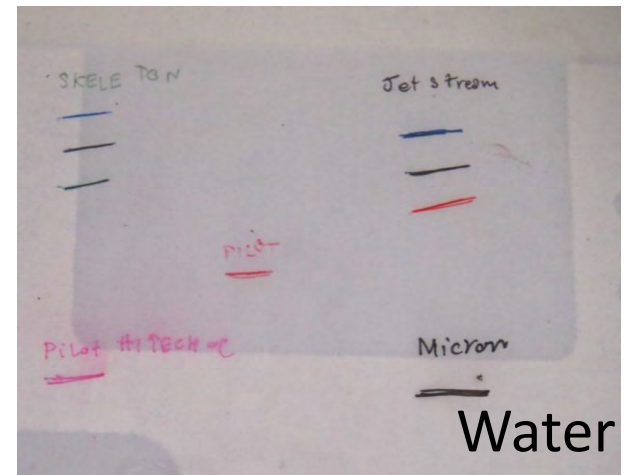


Water

**Ballpoint-pen
ink**



TBA



Water

Trying to peel adhered sheets

In Tacloban



Conclusions

- TBA (*t*-butyl alcohol) dried damp documents quickly.
- Documents in TBA can be more easily handled than in water.
- Ink bleeding was not severe with TBA
- Adhered sheets of document was well peeled off with TBA for unknown reasons.

Thank you for attention.

Toshiharu Enomae, Professor & Ph.D.
Tunchira Bunyaphiphat, Ph.D.

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**THE POLITICS OF A DOCUMENT:
PROBLEMS IN THE RECOVERY, RESTORATION AND
CONSERVATION OF PERMANENT RECORDS OF SELECTED
GOVERNMENT AGENCIES IN AREAS DAMAGED BY
TYPHOON YOLANDA**

TSUDA Yolanda Alfaro and
TSUDA, Mamoru

PERMANENT RECORD

This study looks at permanent records and national heritage-related documents. A Permanent record is document that retains its legal, administrative, and historical value without any time frame.

NATIONAL HERITAGE

National Heritage materials include books and manuscripts, photographs, sound recordings and moving images, archeological and ethnographic artifacts, art, and historical objects.

Impact of Disasters to Permanent Records and Heritage Collections

- **Global catastrophes have increased by 250% (IDP, 2014). Since the 1970s, 68% of the world's population will reside in cities by 2050.**
- **Many of these cities are located near coasts, floodplains and fault lines, and are therefore vulnerable to floods, storms, earthquakes and other natural hazards.**
- In calculating the impact of disasters, very little information is available regarding the damage to documents and heritage collections. This is true not only in the Philippines, but in most countries throughout the world (World Bank Working Paper on Climate Change, 2013).

RESEARCH WAS CONDUCTED ON MORE THAN 60
PUBLIC, PRIVATE, EDUCATIONAL AND RELIGIOUS
INSTITUTIONS:

- Preparedness Plan (Pre disaster phase)
- Response Plan (On-going disaster phase)
- Recovery Plan (Post disaster phase)

PREPAREDNESS

- Onsite and Offsite copies at designated areas
- Dissemination of plans to all personnel (agency officers and staff, members of Response and Recovery Team/s) and emergency service providers
- Familiarization of staff of records use and value
- Training of team members and others involved to be competent and committed to implement the plan
- Regular testing, evaluation and revision of plan

INITIAL RESPONSE

FIRST RESPONSE

❖ NATURE OF RESPONSE

- Immediate/Timely
- Effective

❖ INITIAL RESPONSE PROCEDURES

- Implement response procedures set for a particular risk
- Evacuation of people and removal of prioritized collection,
- Emergency services, mobilization of response and recovery team/s and other needed resources

SECOND RESPONSE

- Documentation and assessment
- Stabilization of the environment for the collection

RECOVERY PLAN MAINTENANCE

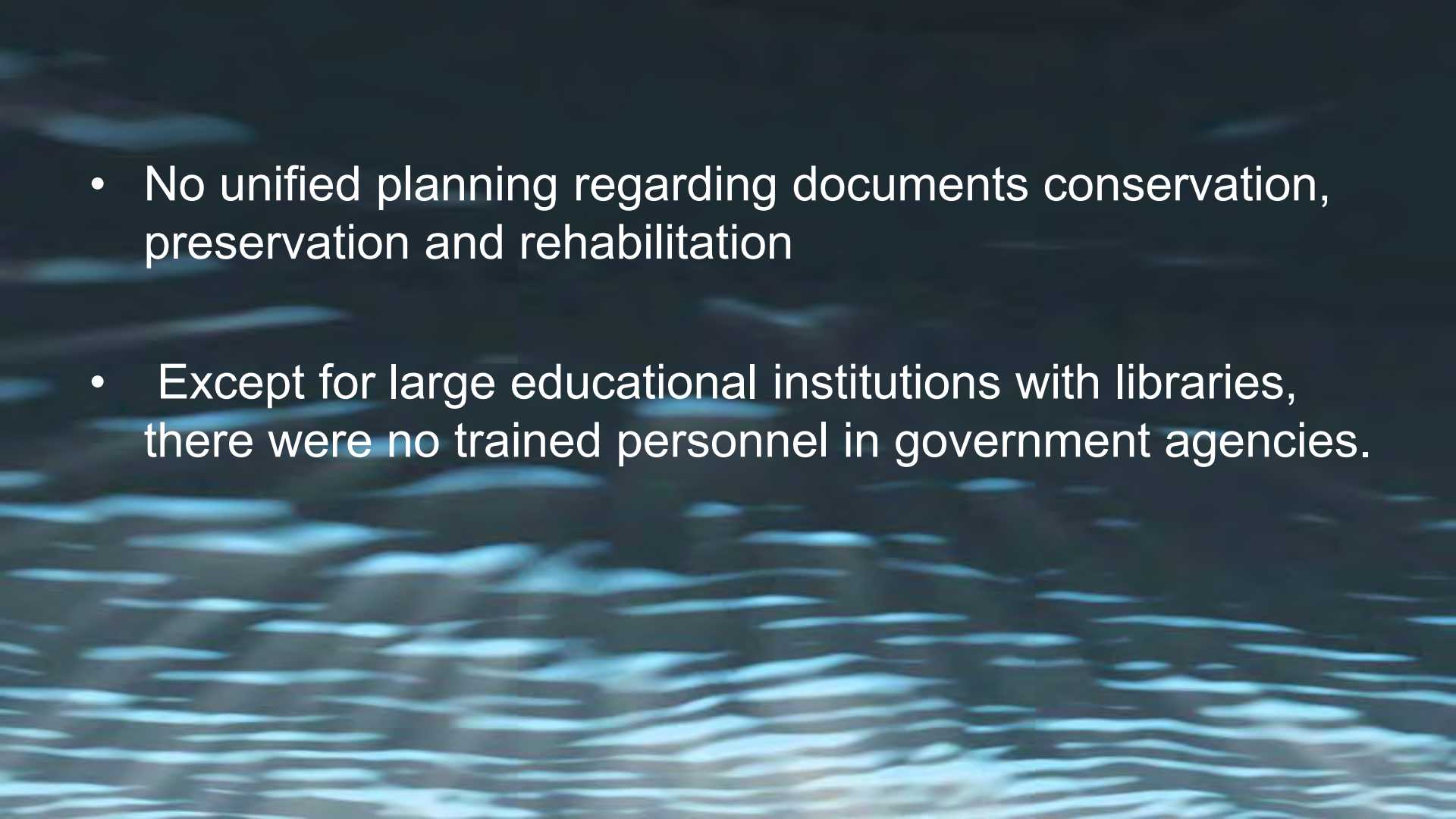
RECOVERY

Were permanent documents and heritage collections of national importance given priority in salvaging damaged materials?

Were all actions coordinated and documented?

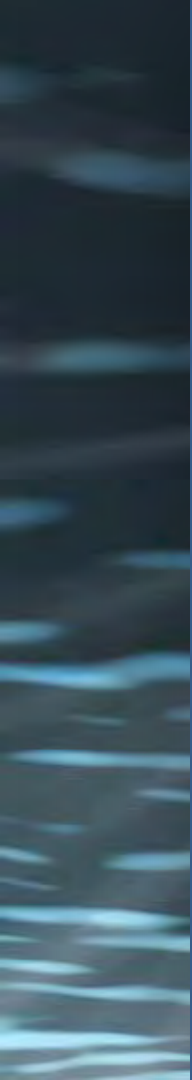
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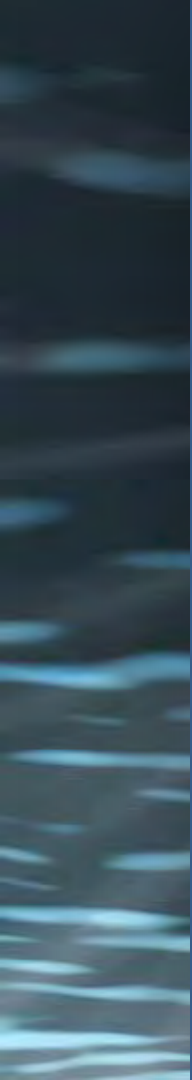
PLAN MAINTENANCE PROBLEMS ENCOUNTERED

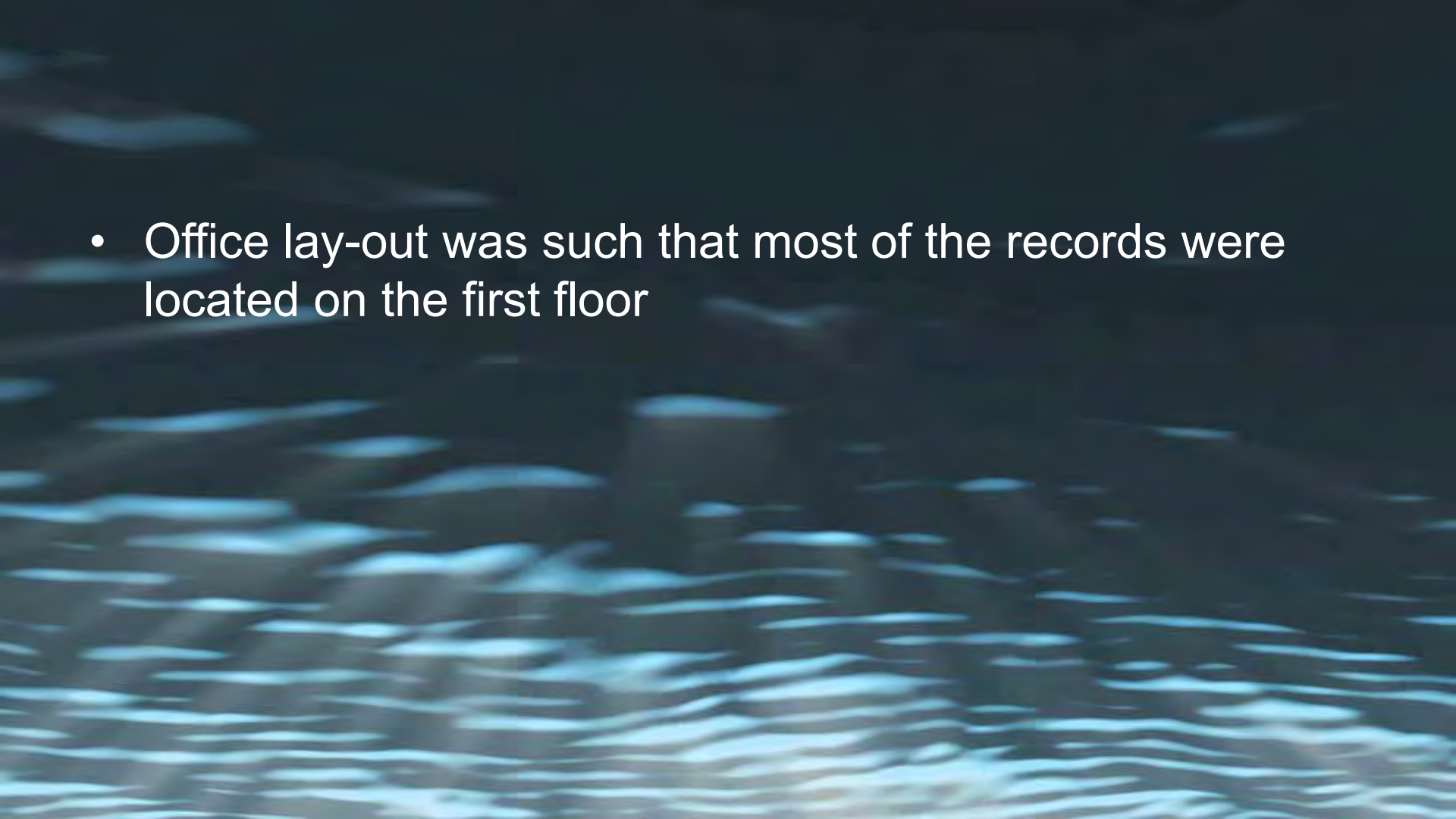
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- The background of the slide is a close-up, slightly blurred image of water with gentle ripples, creating a textured, blue-toned surface.
- No unified planning regarding documents conservation, preservation and rehabilitation
 - Except for large educational institutions with libraries, there were no trained personnel in government agencies.

Physical Problem

Many of the government offices were located near the waterfront, particularly in the Government Center in Palo area and Tacloban City.

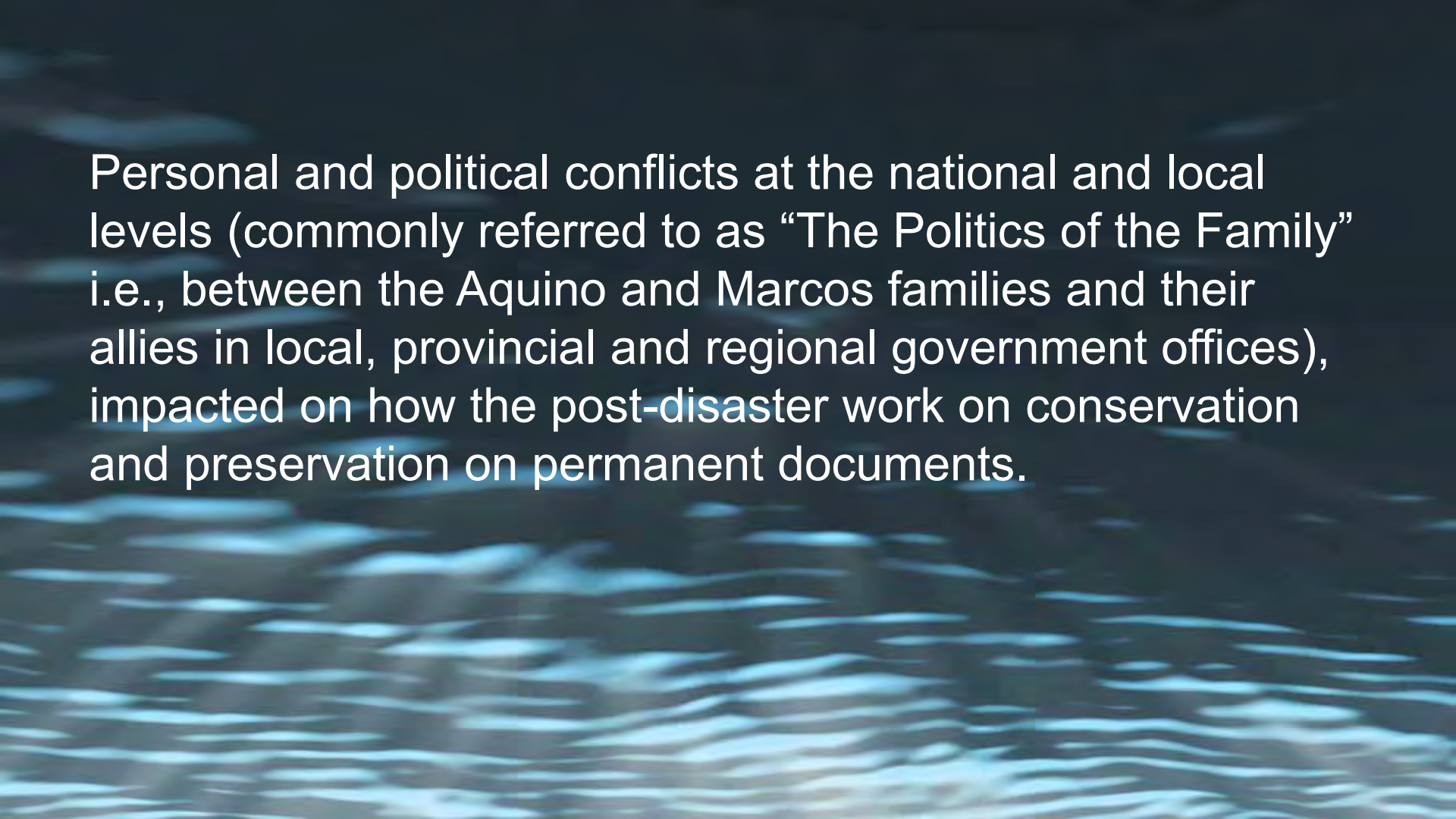




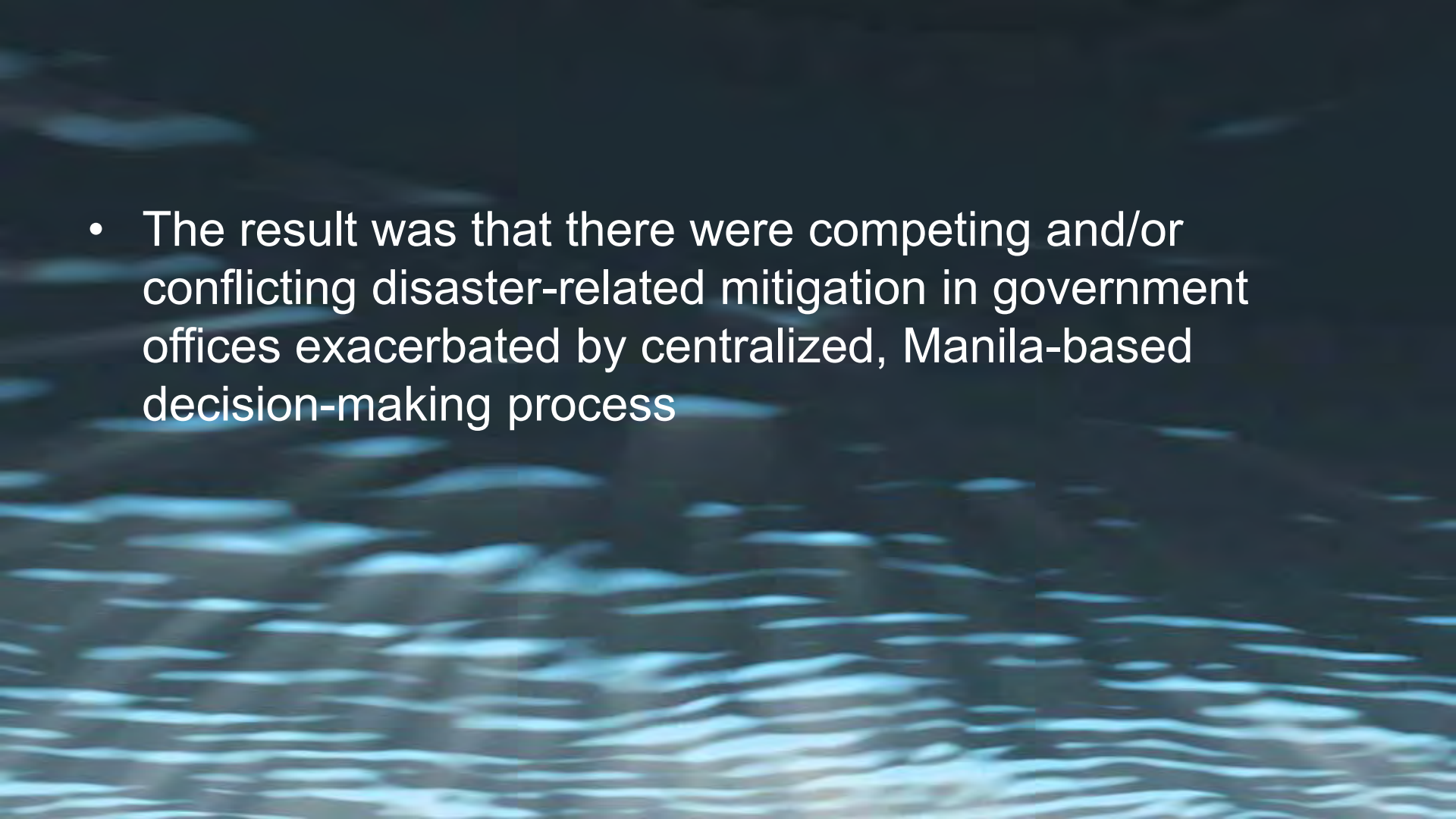
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- Office lay-out was such that most of the records were located on the first floor

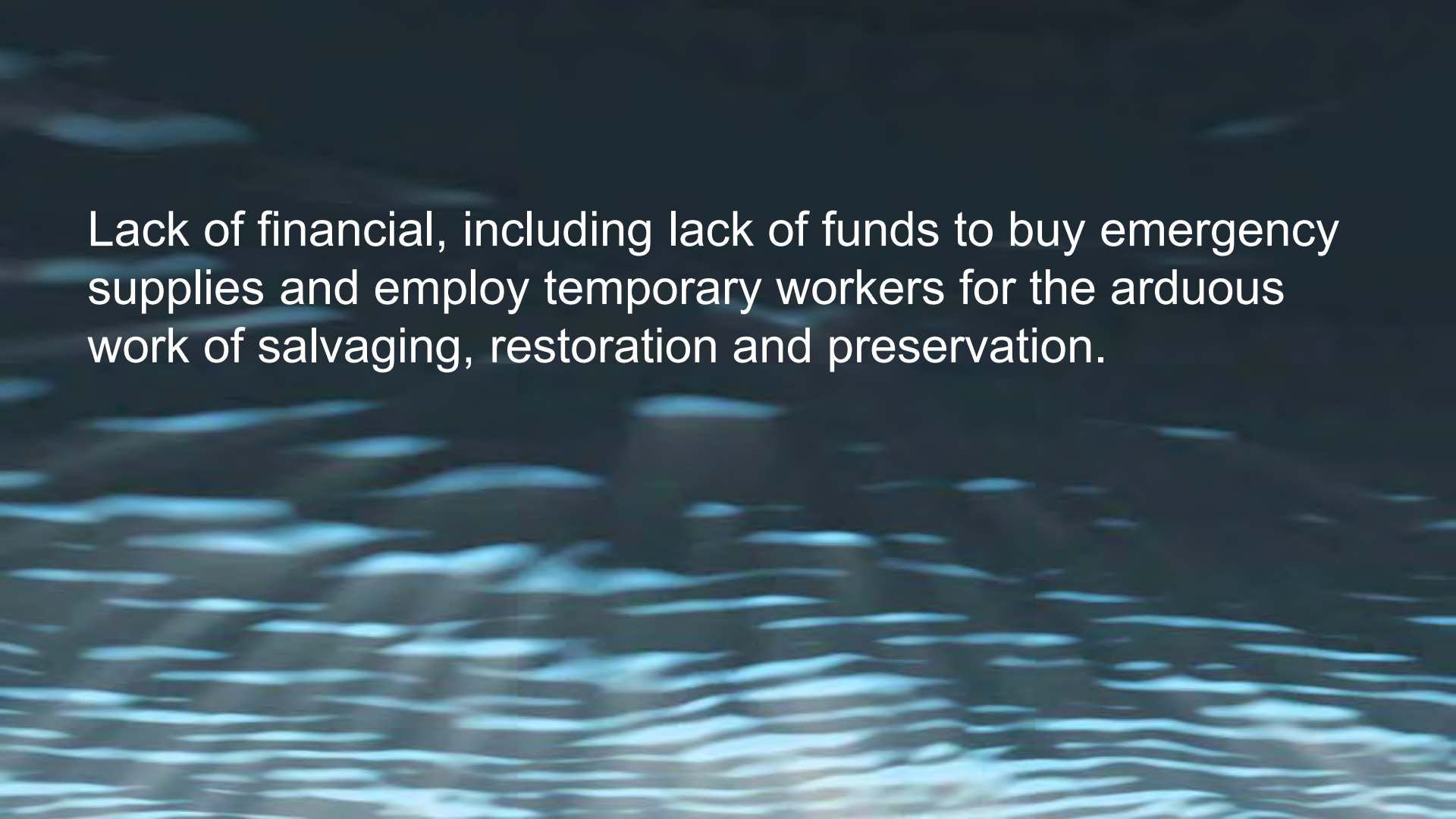


- While Disaster Programs were in place, little training was conducted; most of the staff were not trained for post-disaster scenarios in handling documents and records. Government personnel were trained for fire evacuation, not for inundation-related situations.

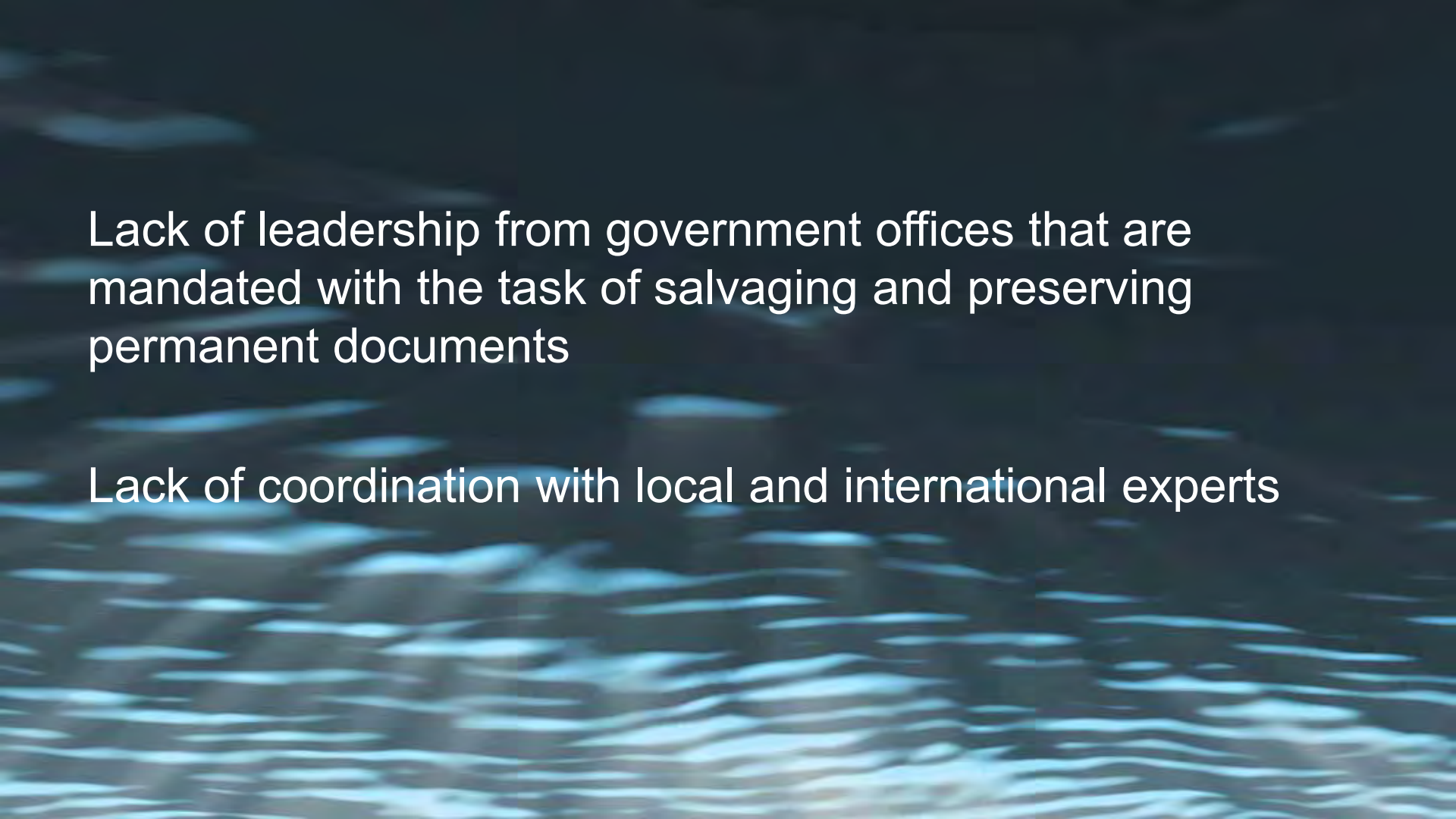
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Personal and political conflicts at the national and local levels (commonly referred to as “The Politics of the Family” i.e., between the Aquino and Marcos families and their allies in local, provincial and regional government offices), impacted on how the post-disaster work on conservation and preservation on permanent documents.

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- The background of the slide is a close-up, slightly blurred image of water ripples. The water is dark blue-grey, and the ripples create a pattern of lighter blue and white highlights, giving it a textured appearance.
- The result was that there were competing and/or conflicting disaster-related mitigation in government offices exacerbated by centralized, Manila-based decision-making process

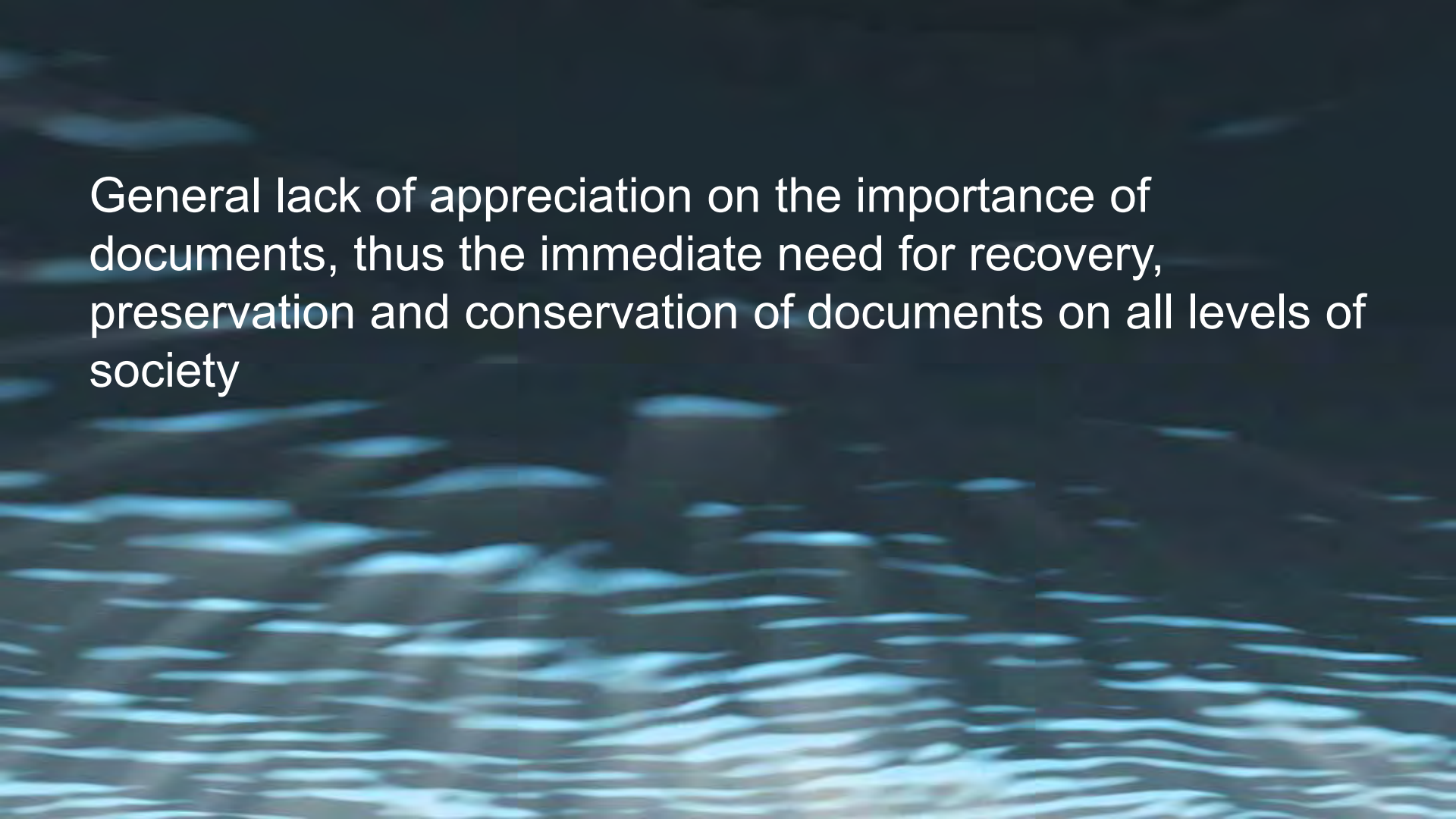
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Lack of financial, including lack of funds to buy emergency supplies and employ temporary workers for the arduous work of salvaging, restoration and preservation.

The background of the slide is a close-up, slightly blurred image of water ripples. The water is dark blue, and the ripples create a pattern of lighter blue and white highlights, giving it a textured appearance.

Lack of leadership from government offices that are mandated with the task of salvaging and preserving permanent documents

Lack of coordination with local and international experts

The background of the slide is a close-up, slightly blurred image of water ripples. The water is dark blue, and the ripples create a pattern of lighter blue and white highlights, giving it a textured appearance.

General lack of appreciation on the importance of documents, thus the immediate need for recovery, preservation and conservation of documents on all levels of society

Truck hauling away 5 tons of records

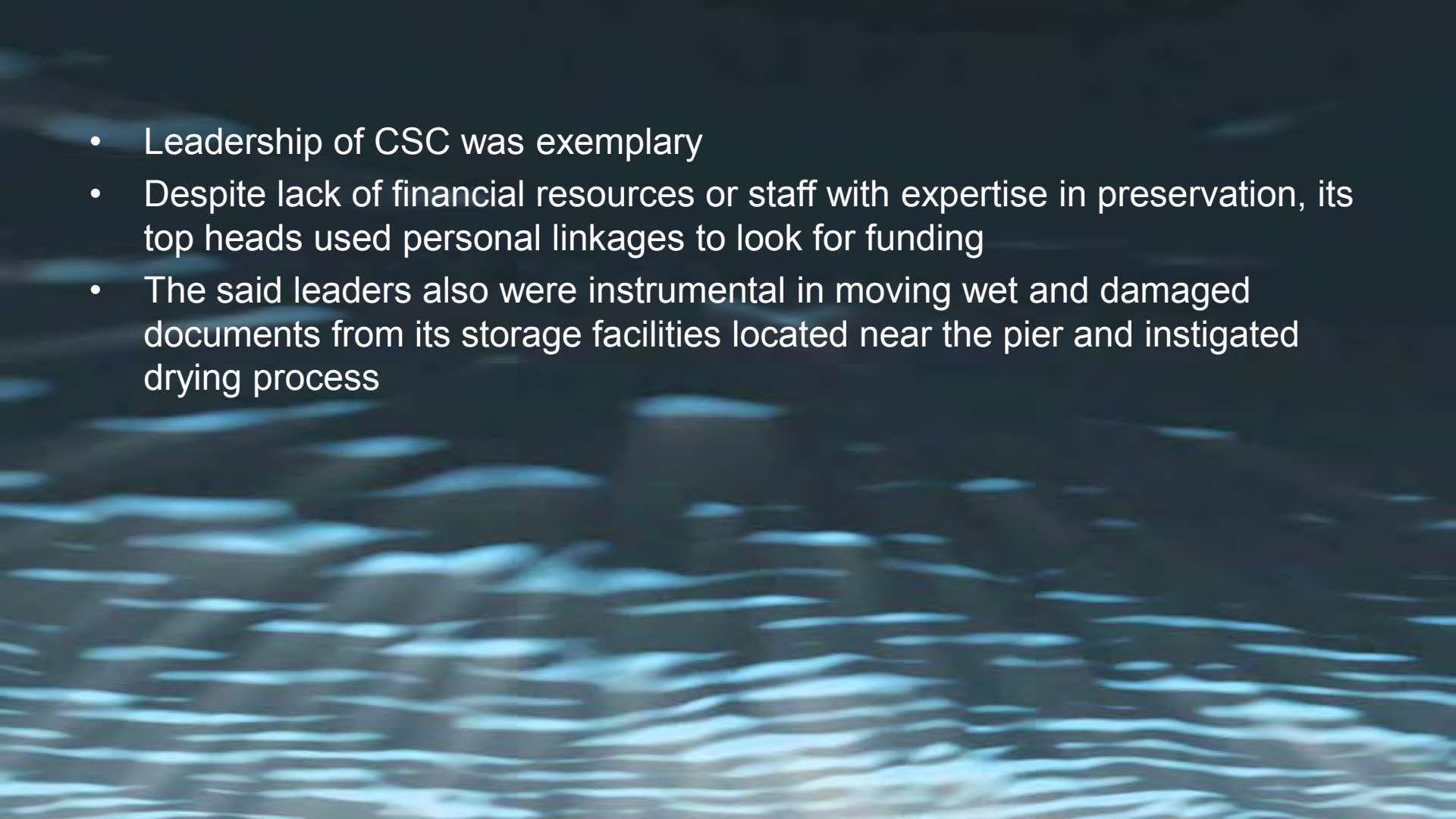




CASE STUDIES

CASE STUDY NO. 1: CIVIL SERVICE COMMISSION (CSC)

Central personnel agency of the Philippine government. Employees in the National Government Agencies (NGAs including SUCs) comprised 63.6% or 834,327 personnel, while Government Owned and Controlled Corporations (GOCCs) has a total of 94,759 personnel or 7.2%. In Region 8 alone, the total personnel complement in the Local Government Units (LGUs) was reached 60,000.

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- The background of the slide is a close-up, slightly blurred image of water with many small, concentric ripples. The lighting is somewhat dim, with a darker blue area at the top and lighter, more reflective areas towards the bottom where the ripples are more pronounced.
- Leadership of CSC was exemplary
 - Despite lack of financial resources or staff with expertise in preservation, its top heads used personal linkages to look for funding
 - The said leaders also were instrumental in moving wet and damaged documents from its storage facilities located near the pier and instigated drying process

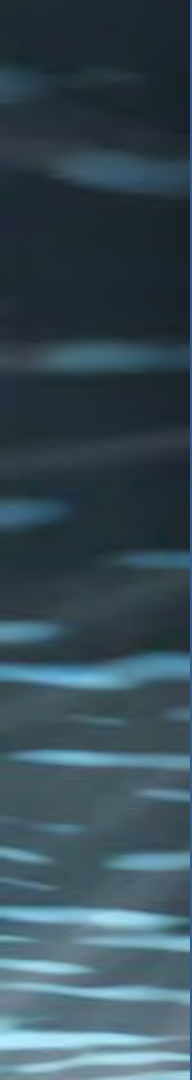
CASE NO. 2:

DENR (DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES)

- Its functions and responsibilities management of a wide range of natural resources, such as forest inventory and protection, land classification, watershed protection, water, biodiversity and mineral resources conservation and climate change. Bureaus include environmental management, mines and geosciences, ecosystems, land management and classification,
- **PENRO and CENRO – Palo, Leyte**
 - LAND SECTOR Cadastral Survey, Handog Titulo
 - Protected Area Management Program
 - Wildlife Management Program
 - Coastal and Marine Management Program

LAND REGISTRATION AUTHORITY (LRA)

- Central repository of all land records involving registered or titled lands
- Keeps the title history or records of transaction involving titled or registered lands
- Exercises control over the disposition or alienation of lands
- Extends assistance in the implementation of the agrarian program
- Its a revenue-collecting agency of the government.

- 
- DENR offices suffered heavily due to proximity to the seafront
 - Records are made of paper (maps, titles, etc.) that are important to people's livelihoods and property
 - Lack of funds to continue the arduous task of refiling land titles
 - Lack of skilled personnel to handle American-era documents made of specialized paper

Case Study No. 3

COMMISSION ON ELECTION (COMELEC)

- Constitutionally independent body from the executive, legislative and judicial branches of government;
- Tasked to ensure the conduct of free, fair and honest elections.
- Voter's ID is the most commonly used in the Philippines (more than driver's license, passport, etc.)

- Like the Civil Service Commission (Case Study 1), COMELEC leadership were instrumental in early salvaging, restoration and preservation of voters' IDs
- Being a specialized government office, it faced more severe monetary problems
- Officials exercised exemplary leadership in personally looking for ways to employ workers in restoration and preservation efforts.

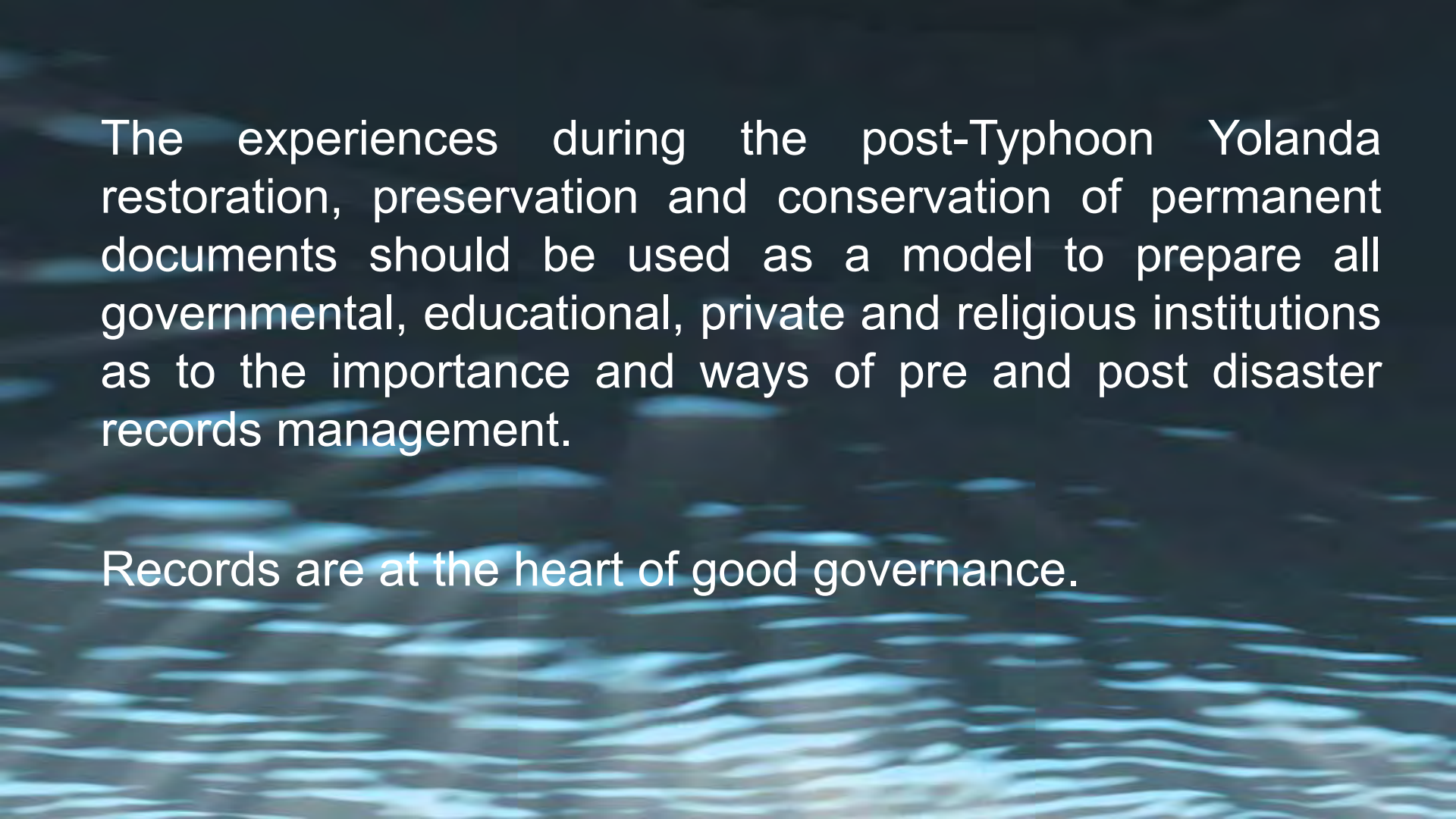
DEPARTMENT OF AGRARIAN REFORM

- It is the lead implementing agency of Comprehensive Agrarian Reform Program (CARP). It undertakes land tenure improvement, development of program beneficiaries, and agrarian justice delivery.
- Its mission is to lead in the implementation of agrarian reform and sustainable rural development in the country through land tenure improvement, the provision of integrated development services to landless farmers, farm workers, small landowner and landowner-cultivators, and the delivery of agrarian justice, as key to long lasting peace and development in the countryside".

- Like DENR, its records were almost completely destroyed due to proximity to the seafront.
- Changes in leadership made the salvaging, conservation and preservation efforts very difficult
- Lack of financial resources to initiate restoration and preservation
- Despite a good pre-disaster records management, lack of expertise and small number of staff made the salvaging, conservation and preservation efforts very difficult
-

DOCUMENTS ARE DIRECTLY/INDIRECTLY RELATED TO:

- Governance
- Human Rights
- Legal
- Security (Police and other peace and order-related institutions)
- Identity
- Revenue and Taxation
- Community and Familial Relations
- Property

The background of the slide is a close-up, slightly blurred image of water with gentle ripples, creating a textured, blue-toned surface.

The experiences during the post-Typhoon Yolanda restoration, preservation and conservation of permanent documents should be used as a model to prepare all governmental, educational, private and religious institutions as to the importance and ways of pre and post disaster records management.

Records are at the heart of good governance.