



REGION III COUNCIL

SXEURANOIS

FEDERATION YEAR 2024 -2025

Illuminating the 41st golden thread of mystical discovery towards the fourth realm: Enlightening the path to a lasting legacy of triumph and smiles that fosters a vibrant community built on excellence, competence, and inclusivity, where every contribution is celebrated in weaving the future of shared smiles and mutual empowerment.

IMPLEMENTING RULES AND REGULATIONS OF RECORDS AND DOCUMENT MANAGEMENT



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REVISION HISTORY:

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BACKGROUND

Records and Document Management is one of the vital functions of NFJPIA-R3 explicitly recognized as a legislative requirement in Article XI, Section 10 of the 2024 Constitution and By-Laws. Adapting a good system for file management is a testament to an organization's will to preserve its history both encompassing those of successes and those of failures. Relevant information that cannot be found is deemed to be useless. Documents that are not systematically arranged and organized are perceived to promote inconvenience. It is a must, therefore, that records which would play an imperative role in every crucial decision-making process be well-protected to conserve its fairness and integrity. In this concern, resilient and well-thought-out safekeeping rules and regulations is structured to support every endeavor that would be undertaken and to maintain a trace of the legacy which is being written by NFJPIA – Region 3.

OBJECTIVES

This document is designed to promote awareness around the following topics, and where applicable, offer points of contact for further information and guidance.

1. To identify critical documents that shall be properly kept by NFJPIA-R3.
2. To define those parties responsible for the creation, approval, and secondary custody of specific documents.
3. To assert the need for an online medium for disseminating letters, notices, and other pertinent documents to the different stakeholders.
4. To determine the modes on how critical documents will be systematically filed and sorted.
5. To stimulate the incorporation of security permissions and other safety features to protect important and confidential documents.
6. To discuss the storage and backup procedure for the extensive preservation of documents.
7. To establish a turnover and retention policy of documents for future reference.

DOCUMENTATION GUIDELINES

Records and documents that are deemed critical to the Council include the following:

1. Constitution and By-Laws (CBL)
2. Board Resolutions
3. Implementing Rules and Regulations (IRRs)
4. House Rules and Regulations (HRRs)
5. Code of Ethics
6. Master Plans
7. Minutes of the Meetings (MOM)
8. Budget Proposals
9. Financial Statements (FS)
10. Audit Report
11. Forms, Contracts, and Letters
12. Evaluation Report



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All the above-mentioned documents shall be prepared in conformity with this format:

1. Font Style: Raleway
2. Font Size: 11
3. Page Size: 8.27" x 11.69" (A4 Size)
4. Margins:

For Letters (Letterhead with names):

- Top: 6"
- Bottom: 0"
- Left: 4"
- Right: .29"

For IRRs, Board Resolutions, and other Activity Documentation, Master Plans, and Minutes of Meetings (Letterhead – plain):

- Top: 6"
- Bottom: 1.0"
- Left: 0"
- Right: 0"

5. Line Spacing: Single
6. Before: 0 pt
7. After: 0 pt

CONSTITUTION AND BY-LAWS

1. Constitution and By-Laws shall be safely kept by the Regional Secretary General.
2. A copy of the Constitution and By-Laws shall be propagated to all the Regional Council Officers.

BOARD RESOLUTIONS

1. Board Resolution shall be made by the Regional Secretary General upon the majority vote of the Regional Council during a duly called meeting provided that there is a quorum.
2. Board Resolution shall be certified correct by the Regional Secretary General, approved by the Regional Executive Officers, and noted by the Regional Council Adviser one (1) to three (3) days after the duly called meeting.
3. To facilitate the systematic arrangement of files, a board resolution shall appear having a heading illustrated below. The file name, therefore, shall include a brief description of such board resolution.

Board Resolution No. (Cardinal Number)
Series of (Year)



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Example: Board Resolution No. 1
Series of 2024

IMPLEMENTING RULES AND REGULATIONS

1. Implementing Rules and Regulations shall be prepared by the Project Head along with the Co-Project Head.
2. Implementing Rules and Regulations shall always include the following:
 - Background
 - Objectives
 - Comprehensive details on how the IRR shall be enforced and implemented
 - Amendments and Revisions
 - Separability Clause
 - Repealing Clause
 - Effectivity
3. Implementing Rules and Regulations shall be submitted and presented by the Project Head or the Co-Project Head on the Regional Council.
4. Implementing Rules and Regulations shall be approved by the Regional Executive Officers and shall be noted by the Regional Council Adviser.

MASTERPLANS

1. Master Plan shall be prepared by the Project Head along with the Co-Project Head.
2. Master Plan of an event shall always include the following section:
 - Event Profile
 - Event Name
 - Event Title
 - Description
 - Theme
 - Date
 - Venue
 - Objectives
 - Promotional Plan (including target number of participants)
 - Work Plan (including task delegation)
 - Calendar
 - Program (including Day Zero)
 - Materials Needed
 - Masterlist
 - Participation Rate
 - Contracts (if any)
 - Budget Form
 - Cash Advance
 - Liquidation Form
 - Budget vs. Actual



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- Evaluation Report
 - Others that may be deemed necessary to be disclosed
3. Master Plan shall be submitted and presented by the Project Head or the Co-Project Head on the Regional Council.
 4. Master Plan shall be approved by the Regional Executive Officers and noted by the Regional Council Adviser.

MINUTES OF MEETING

1. Minutes of Meetings shall be prepared by the Regional Secretary General for both regular and special meetings.
2. Minutes of Meetings shall always include the following sections:
 - Date
 - Venue
 - Attendance
 - Subject Matter
 - Call to order
 - Quorum and Purpose
 - Accompanying discussions of the meeting agenda
 - Summary of Next Steps
 - Others that may be deemed necessary to be disclosed
3. A copy of the Minutes of Meetings shall be circulated to all attendees at maximum, within two (2) days after the meeting.
4. Minutes of Meetings shall be certified correct by the Regional Secretary General, approved by the Regional Council President, and noted by the Regional Council Adviser.

BUDGET FORM

1. Budget Request shall be prepared by the author or the Project Head.
2. Budget Request shall include a comprehensive breakdown of projected expenses for which the proposed budget shall be allocated.
3. The budget requesting officer shall observe the use of proper accounts and shall accordingly categorize them by their nature or materiality whichever he or she considers to be appropriate in his/her reason and practical necessity.
4. The budget requesting officer shall include concise notes justifying the amounts presented in the face of the Budget Request.
5. Budget Request shall be reviewed and approved by the Regional Vice President for Finance, Regional Council President, and Regional Council Adviser.

FINANCIAL STATEMENTS

1. The Regional Vice President for Finance shall prepare a complete set of financial statements and immediately submit it to the Regional Vice President for Audit:



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- a) Every after the organization's activity, within 15 days after the date of the report
 - b) Monthly, within 20 days after the date of the report
 - c) Semi-annually to be submitted within 25 days from the end of December
 - d) Annually to be submitted within 30 days from the end of the federation year
2. A set of financial statements shall include a minimum of the following statements, as per congruence to the provisions of the Statement of Financial Accounting Standards No. 117 or Financial Statements of Not-for-Profit Organizations:
 - a. Statement of Financial Position, showing relevant and comprehensive details about the assets, liabilities, and net assets of the organization
 - Statement of Activities, showing information about the revenues and expenses, gains and losses, and the changes they affect in the net assets of the organization

AUDIT REPORT

1. The Audit Report shall contain the Regional Vice President for Audit or Regional Chief Associate for Audit Records' opinion on the Financial Statements providing reasonable assurance that the financial statements, taken as a whole, are free from material misstatements.
2. The Audit Report shall be supported with pertinent working papers.
3. Audited Financial Statements, be it for any of the four (4) aforementioned periods of time, shall be submitted by the Regional Vice President for Audit to the Regional Executive Officers within ten (10) days after he or she has received the financial statements prepared by the Regional Vice President for Finance.
4. The Annual Audited Financial Statements shall, in effect, be ready for submission to the National Council within 30 days after the end of the federation year.
5. Audited Financial Statements shall be certified correct by the Regional Vice President for Audit and noted by the Activity Head (if applicable), Regional Council President, and Regional Council Adviser.
6. Whenever the Regional Vice President for Audit issues a report, it shall be communicated first to the Regional Council President and Regional Council Adviser before all the Regional Executive Officers may have the right to information.

FORMS, CONTRACTS AND LETTERS

1. Letters such as memorandum orders, waivers, invitation letters, and endorsement letters that shall be disseminated by the Regional Executive Officers shall be made by the Regional Secretary General.
2. All letters that shall be disseminated by the Regional Executive Officers shall be copy-furnished by the Regional Council President and Regional Council Adviser.
3. Media for the propagation of letters can be found in the Implementing Rules and Regulations on Media and Communications.
4. Letters for invitations, notices, and others that would imply a need for a confirmation shall be responded by the recipient, either affirmation or negation, three (3) days after they have been sent.



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5. Forms such as application forms, and registration forms, shall also be made by the Regional Secretary General.
6. Contracts (sponsorship packages, contracts to suppliers, contracts to Local Chapters, etc.) shall be prepared by the Regional Vice President for Sponsorship and Logistics.

EVALUATIONS REPORT

1. Activity Evaluations shall be done by the Regional Vice President for Audit in coordination with his/her Regional Chief Associates.
2. Activity Evaluations shall be submitted to the Regional Executive Officers twenty (20) days after the date of the activity.
3. The standard components of an evaluation report are:
 - a) Evaluation Local pertaining to the location or event for which the evaluation is intended; this also pertains to the characteristics and description of the sample population (people who participated in the evaluation process)
 - b) Instrumentation & Methodology referring to the description and justification of evaluation material(s) and/or procedure(s) used to gather the data (e.g., evaluation forms, questionnaires, or interview method, etc.)
 - c) Statistical Treatment referring to the mathematical techniques or formulas used to arrive at the results
 - d) Presentation of Results, which may take a tabular or a graphical form, with accompanying concise textual interpretations
 - e) Citation of Selected Comments
 - f) General Assessment of Feedback
 - g) Recommendations
4. Activity Evaluations shall be noted by the Project Head, Regional Council President, and Regional Council Adviser.

STORAGE AND BACKUP

1. All documents to be stored shall follow this file name format:

For the Regional Council: nfjpiar3_(Fed. Year)_(Activity)_(Document Type)

Example: nfjpiar3_2425_Year End Awards_IRR

For the Local Chapters: (Local Chapter Code)_(Fed. Year)_(Document Type)

Example: LVCC_2425_Accomplishment Report

Note: Please refer to the IRR of Membership for the list of Local Chapter Codes.

2. All documents shall be kept in the Council's databank once final and shall be in a PDF format to avoid alterations of its content.



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3. All documents to be kept in the Council's databank shall have a backup copy in a format other than PDF format.
4. A flash drive, Google Drive, or an external memory device of the Regional Secretary General shall serve as the databank where all the documents generated by the Regional Council shall be stored.
5. Each Regional Executive Officer shall maintain a flash drive and Google Drive, for NFJPIA-R3's exclusive use, which shall serve as their storage device.
6. The author of the document shall maintain a soft copy of the file throughout the federation year.
7. Documents made by the Regional Chief Associate under the supervision of a Regional Executive Officer shall be saved in the Regional Executive Officer's flash drive and Google Drive.
8. The Regional Secretary General shall sort all documents in the flash drive and Google Drive and shall be classified as:
 - A. Per Event
 1. Masterplan
 2. Financials
 3. MOA and Contracts
 4. Participants
 5. Packet
 6. Publication Materials
 7. Evaluation Report
 8. Narrative Report
 9. Photo Gallery
 10. Winners and Tabulation

Note: Additional folders may be added as necessary.

- B. Per Department
 - a) Finance
 - Annual Budget
 - Billing Form
 - Budget Form
 - b) Sponsorship and Logistics
 - Sponsorship Package
 - c) Membership
 - Local Chapter Attendance Tracker
 - RCA Aspirants' Profile
 - d) Other Publication Materials
 - Birthday GIFs
 - Logo
 - REO and RCA Pictures
 - Video & Photo Documentation, if any



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- e) Secretary General Files
 - Board Resolutions
 - E-Signatures
 - IRRs
 - House Rules and Regulations
 - Memorandums
 - Letters
 - Minutes of the Meeting
 - Attendance Tracker
 - Other files deemed necessary
- C. Per Local Chapter
 - a) Accomplished Membership Requirements
 - b) Mails (Endorsements, Certifications and Other Letters)
 - c) Master Lists of Delegates per Event
 - d) Audited Financial Statements
 - e) Accomplishment Report at Federation Year-End
- 7. The Regional Secretary General shall maintain a separate hard disk, a secondary backup solution where copy of the files shall be stored for contingency in case of file crash and corruption.
- 8. Same classification of documents shall be maintained.
- 9. Only the final copy of the documents shall be saved.
- 10. Compression of related and similar files into archive format RAR or ZIP is desired to ease the file-sharing procedure in Gmail.
- 11. Hard copy of all the documents prepared for the entire federation year shall be safely kept and properly sorted.
- 12. Monthly backup run testing shall be performed by the Regional Secretary General to ensure the recoverability of data.

ONLINE FILE HOSTING AND SHARING

1. Implicit to the safekeeping function of a Regional Secretary General is the assurance that the basic and fundamental public documents are made available for the stakeholders. This accepted fact calls for the creation of an online file-hosting account that facilitates the flow and gradual dissemination of the public documents.
2. Google Drive shall be the file hosting and file sharing website supported by NFJPIA-R3.
3. Documents that can be shared to the public, at the discretion of the officers, are the following:
 - a) Compressed Event Packets, which shall include as a minimum the following pertinent files:
 - Implementing Rules and Regulations related to the activity (strictly in PDF format)



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- Memorandum Order, Letters, and Contracts (strictly in PDF format)
 - Template for the Master List of Delegates/Participants
 - Application Forms, if applicable
 - Waiver
- b) Complete set of audited financial statements for six (6) months ending December 30
- c) Audited annual financial statements
- d) Other documents that may be proven subject for public disclosure
4. To ensure that no person other than the Regional Executive Officers and the Regional Council Adviser will be able to access the original files of the Council, the Regional Secretary General will create a separate Google Drive folder specifically for local chapters in order to access the packet releases.
5. Bitly shall be the Uniform Resource Locator shortening service supported by NFJPIA-R3. To facilitate easy access of the public documents, the Regional Vice President for Communications shall communicate to the public, via practical means, short aliases indicated by the Regional Secretary General for redirection of long Media Fire URLs.

Example: <http://bitly.com/RecoandDocus> short alias of
<https://drive.google.com/file/d/16OYDptFJxosdU7-NujNPeVksDxEuOgKZ/view?usp=sharing>

6. Documents confidential at the judgment of the Officers, such as test banks and personal information about the members of the organization, shall not be shared to the public. It is important, therefore, to identify confidential documents from public documents.

TURNOVER AND RETENTION

1. Turnover of documents shall occur at least 20 days before the start of the next federation year.
2. The retention period shall be for three (3) years.
3. The databank of the three (3) consecutive preceding federation years shall be in the custody of the present year Regional Secretary General Regional Executive Officers shall also acquire the flash drive and Google Drive folders of their predecessors containing the documents retained for three (3) years.
4. All the documents passed on by the preceding Regional Executive Officers shall only be patterned and used for decision-making process and not altered.

ENFORCEMENT OF THE IMPLEMENTING RULES AND REGULATIONS

1. It shall be the primary duty of the Regional Secretary General and the Council to effectively enforce the provisions of this Implementing Rules and Regulations. The



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Council also has the sole right to interpret the contents of this Implementing Rules and Regulations and their decision will be binding and irrevocable.

2. The Regional Council Adviser shall act as the legal adviser to the Regional Secretary General and the Council and shall render legal assistance as may be necessary in carrying out the provisions of this Implementing Rules and Regulations.

AMENDMENTS OR REVISIONS

1. The Council shall be vested with the exclusive power to revise and amend the Implementing Rules and Regulations.
2. Any amendments to or revisions to this Implementing Rules and Regulations may be proposed by any member of any Local Chapter upon a written request of such member, stating the reasons thereto.
3. Any request for amendments and revisions as well as proposed amendments must initially be reviewed by the Regional Secretary General then to be forwarded to the Regional Executive Officers for discussion, editing, and final approval and to be noted by the Regional Council Adviser.
4. The Regional Executive Officers shall have the right to debunk any proposed revisions and amendments, submitted to them by the Regional Secretary General, which are deemed unnecessary. The final decision on any inclusions and exclusions to this Implementing Rules and Regulations must be determined by a majority vote of all Regional Executive Officers in which the Regional Secretary General is included.
5. Amendments to particular provisions in this Implementing Rules and Regulations shall be allowed provided that such amendments will be communicated to stakeholders at least one (1) week before it could take effect.

SEPARABILITY CLAUSE

If any clause, provision, paragraph, or part of this Implementing Rules and Regulations shall be declared unconstitutional or invalid, such judgment shall not affect, invalidate, or impair any other part hereof, but shall be merely confined to the clause, provision, paragraph, or part directly involved in the controversy in which such judgment has been rendered. It should also be noted that the commanding status of this Implementing Rules and Regulations, specifically the formats and guidelines in preparing critical documents, is primarily suggestive and prescriptive in nature. Consequently, in the presence of a principal provision directly addressing conflicts arising from the effectivity of this IRR, such provision shall prevail and shall be followed.

REPEALING CLAUSE

Any rule and regulation or resolution or part/s thereof inconsistent with the provisions of this Implementing Rules and Regulations are hereby repealed or modified accordingly.



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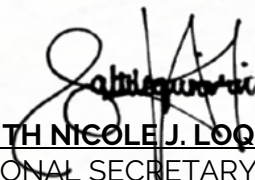
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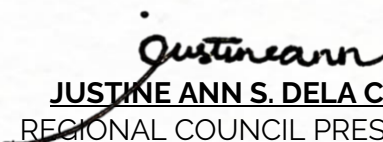
EFFECTIVITY


This Implementing Rules and Regulations shall take effect immediately after its presentation and approval from the Assembly. Promulgated in San Rafael, Bulacan this **10th day of October 2024.**

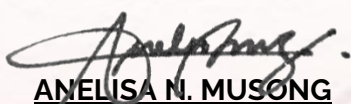
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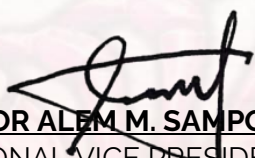

KEITH NICOLE J. LOQUINARIO
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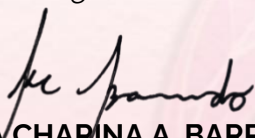
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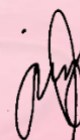

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