



Records Management, Data Privacy and You

**School of Library and Information Studies(SLIS)
University of the Philippines Diliman**





OBJECTIVES

- ***To understand the role of effective records management in the implementation of the Data Privacy Act of 2012 a.k.a R.A. 10173;***
- ***To develop an in-depth understanding of the importance of effective and efficient records management;***
- ***To be familiarized with the different processes in records management as prescribed in the National Archives of the Philippines Act of 2007 R.A. 9470.***



OUTLINE

- I. Data Privacy and Records Management**
 - a. Definition of Records**
 - b. Different Types of Records**
 - c. Basic Concepts**
 - d. Records Life Cycle**
- II. Requirements of the National Archives Act**
 - a. Organization and Maintenance of Current and Non-current Records**
 - b. Pertinent Guidelines/Issuances and Prescribed Forms**

How does DPA affect the University?

- ❖ The Data Privacy Act(DPA) applies to all records containing personal Information in the custody or under the control of the University and its pertinent units. [Section 3 of DPA](#)
- ❖ This includes, but is not limited to, records held at the: Registrar's Office, HRDO, UP Health Service, College Secretary's Office, Guidance Counselling Office, Finance Units, Libraries, and other pertinent units mandated to collect personal information in the performance of their jobs.

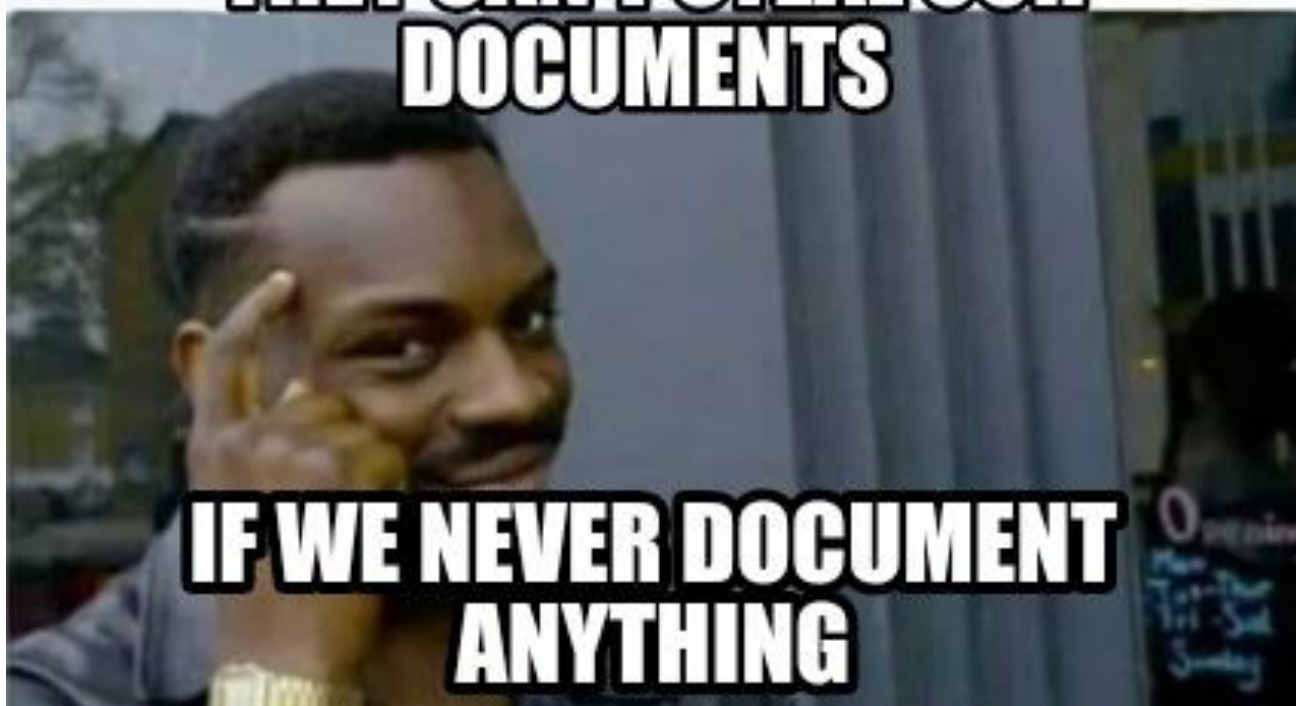
Section 3 of DPA

- ❖ “Personal information” refers to any information, whether recorded in a material form or not, from which the identity of an individual is apparent or can be reasonably and directly ascertained by the entity holding the information, or when put together with other information would directly and certainly identify an individual; [How does DPA affect the University?](#)

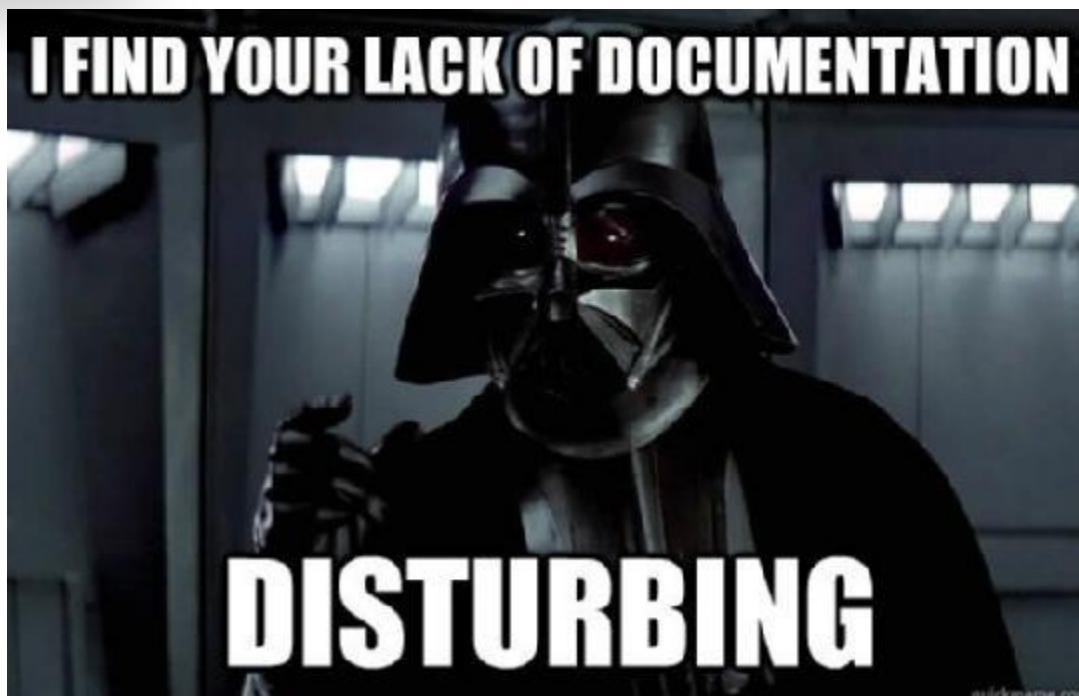


Why we create records?

**THEY CAN'T STEAL OUR
DOCUMENTS**



**IF WE NEVER DOCUMENT
ANYTHING**





Why we create records?

- ❖ **As evidence**
- ❖ **Basis for decision-making**
- ❖ **Business continuity**
- ❖ **Transparency and accountability**
- ❖ **Management of data and information**



RECORD!!!

ENCODE!!!









Records Management Memes

ORGANIZE





Records Management

- ❖ **The application of systematic and scientific control to recorded information which is required in the agency's operation;**
- ❖ **It involves creation, storage, use, retrieval, transmission, protection, retention, preservation, maintenance and disposition of records.**

REPUBLIC ACT NO. 9470, OTHERWISE KNOWN AS THE NATIONAL ARCHIVES OF THE PHILIPPINES ACT OF 2007





Article 1 Par.3 of the IRR of R.A. 9470

The State shall give utmost priority for **the safeguard, protection and preservation of its 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.

Toward this end, **all public records with enduring value**, held by government offices, including but not limited to all branches of government, constitutional offices, local government units (LGUs), government-owned and controlled corporations (GOCCs), state/local universities and colleges (S/LUCs), Philippine embassies, consulates and other Philippine Offices abroad **shall be transferred to a permanent government repository for proper management, control and regulation of record disposition.**”



Records

- refer to information, whether in its original form or otherwise, including documents, signatures, seals, texts, images, sounds, speeches, or data compiled, recorded, or stored, as the case may be:
 - a) in written form on any material; or on film, negative, tape, or other medium so as to be capable of being reproduced; by means of any recording device or process; by computer, or other electronic device or process.

R.A. 9470 of 2007



Records

-information created, received and maintained as evidence, and information by an organization or person, in pursuance of legal obligations or in the transaction of business

(ISO 15489-1:2001)



Why the need to protect public record?

Public records are essential to the administration and operation of all government offices, whether national or local, including GOCCs and government financial institutions (GFIs).

Public records contain information which allows government programs to function, provide officials with a basis for making decisions and ensure continuity with past operations.

Art. 2 IRR of R.A. 9470



Why the need to protect public records?

They document the legal responsibility of government, protect the rights of citizens and provide citizens with a means of monitoring government programs and measuring the performance of public officials.

Records of government offices, whether local or national, GOCCs and GFIs also reflect the historical development of the government and of the citizens which it serves. Such records need to be systematically managed to ensure preservation of historically valuable materials, to provide ready access to vital information and to promote the efficient and economical operation of government.



Characteristics of Records

- **Authentic** – can be verified that the records are now exactly as these were when first transmitted or set aside for retention.
- **Reliable** – have authority; contents can be trusted as actual representation of a transaction and can be depended upon for future reference.
- **Complete and Unaltered** – integrity is protected against unauthorized alterations.
- **Useable** – can be accessed.
- **Unique** – created in the context of the organization's activities; have relationship with other records which makes these unique.



VALUES of Records

RECORDS

TIME Value

Permanent
Temporary

UTILITY Value

Primary
Secondary



UTILITY Value

PRIMARY VALUE OF RECORDS

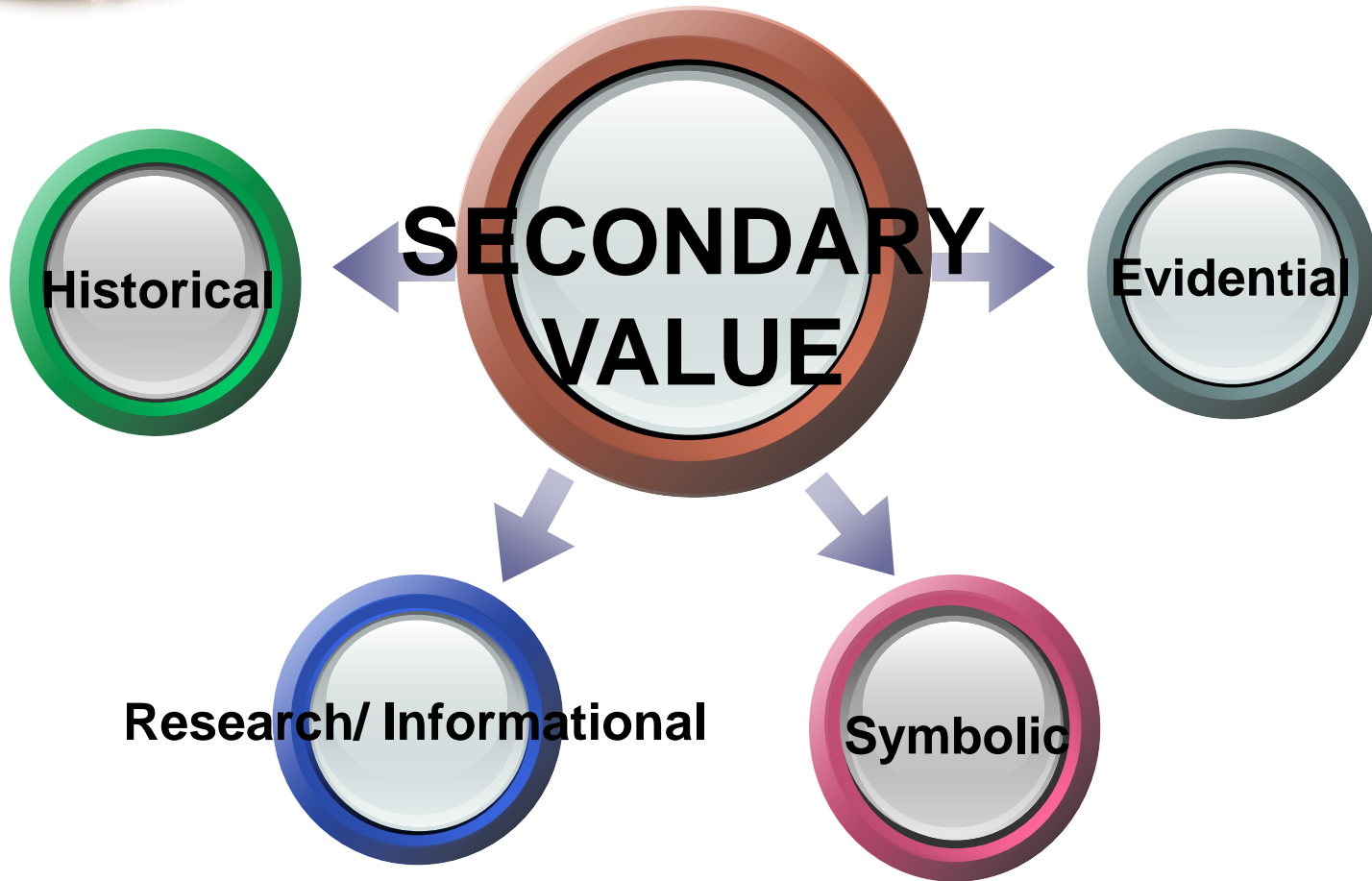
Administrative

Legal

Fiscal

Operational Value

UTILITY Values



Organizational Value



Records of social and
organizational activity

Information

Archives

Personal
Information



The diagram features a large light blue circle containing two overlapping brown circles. The text 'Records Management' is centered at the top of the blue circle. The left brown circle is labeled 'Archives Administration' and the right brown circle is labeled 'Data Privacy Protection'. The overlapping area between the two brown circles is a darker shade of brown. The background of the slide includes a blurred image of a library with bookshelves and a stack of books on the left, and a yellow and orange abstract graphic on the right.

Records Management

Archives
Administration

Data Privacy
Protection

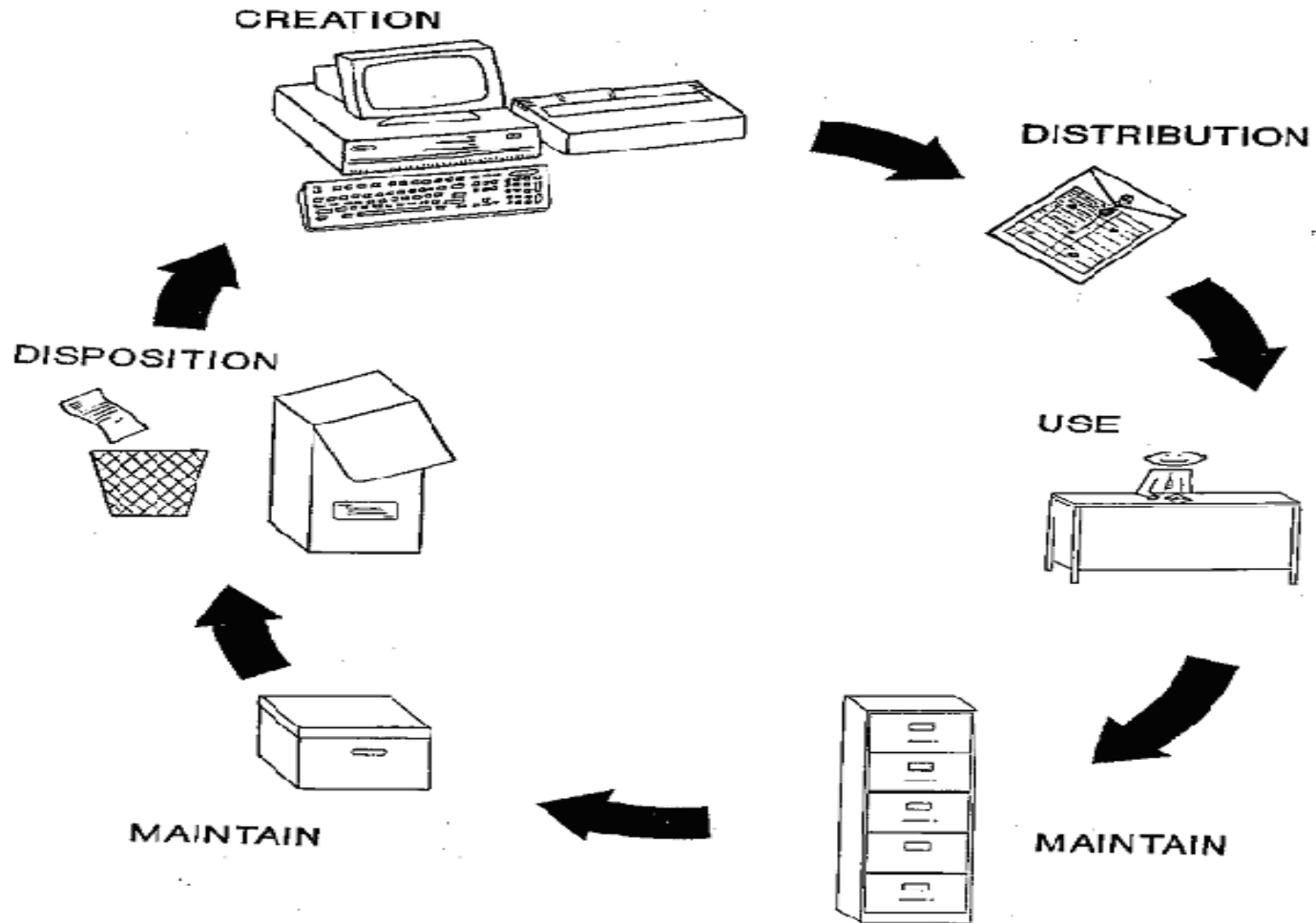


Records Management

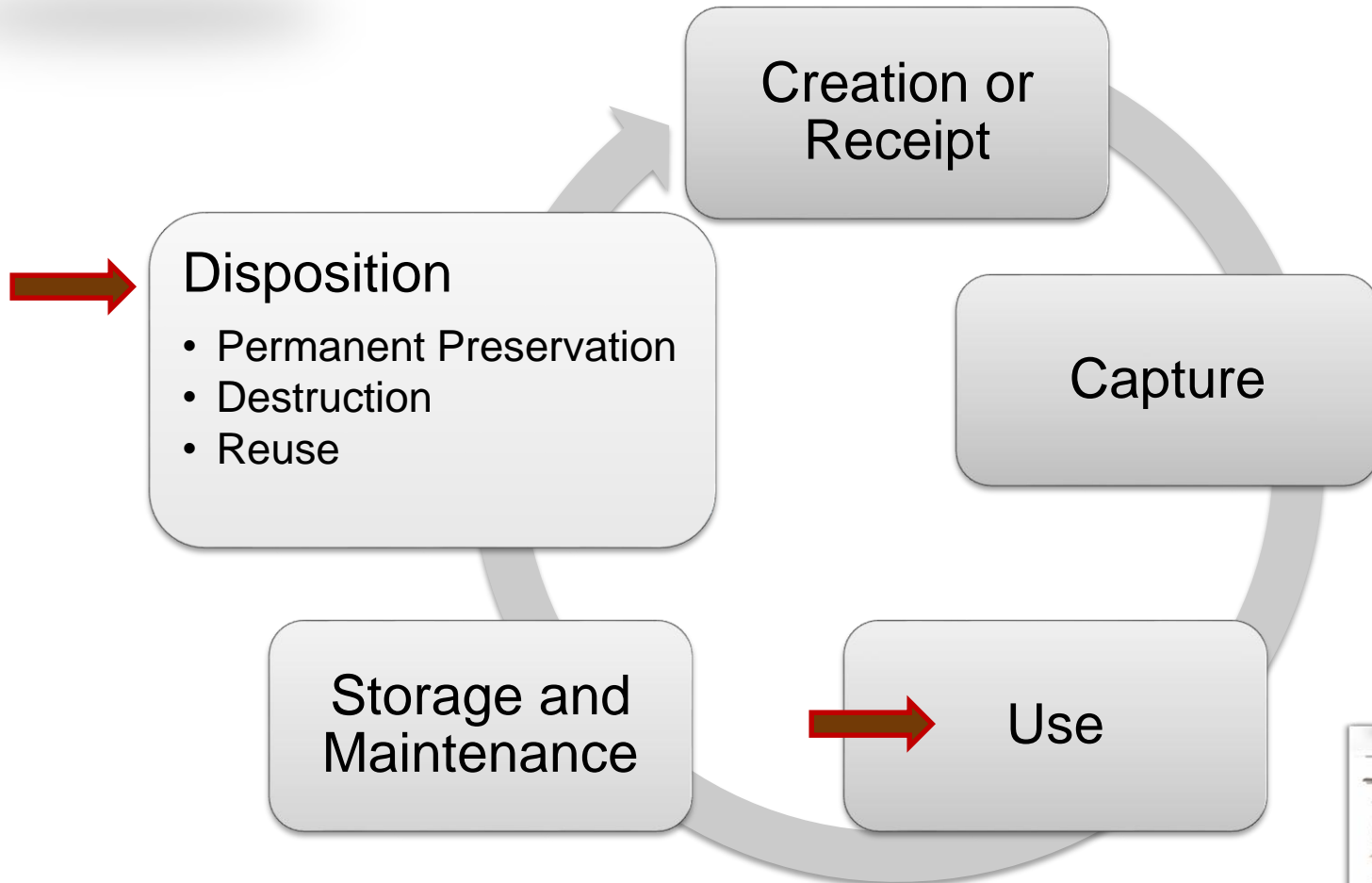
- ❖ **Refers to the managerial activities involved with respect to records creation, records maintenance and use, transmission, retention, and records disposition in order to achieve adequate and proper documentation of policies and transactions of government for its efficient, effective, and economical operation.**



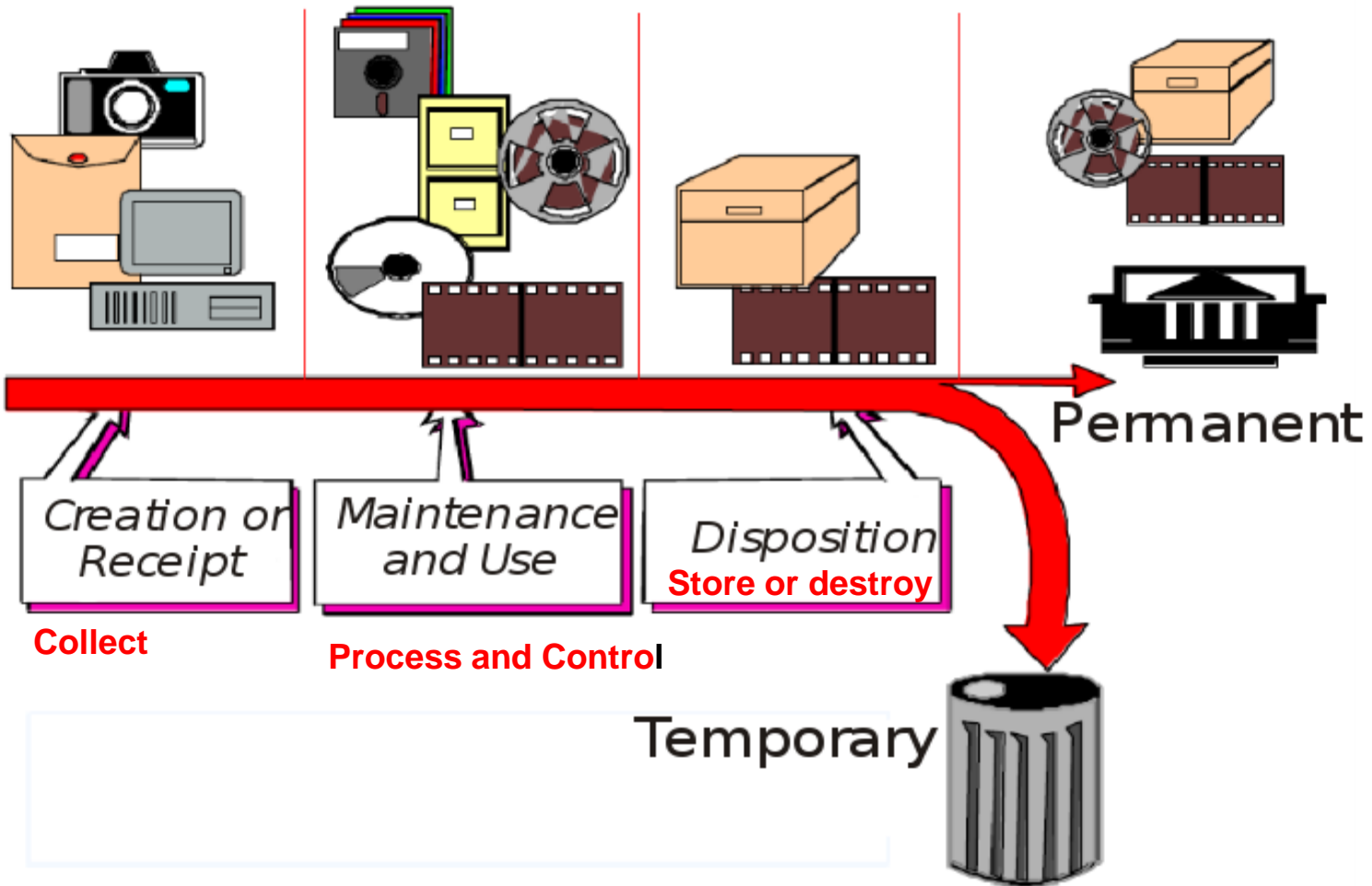
Life Cycle of a Record



Records Life Cycle



Life Cycle of Records





Disposal of Records

ART. 36. No officer, member or employee of any agency of the government, whether national or local, or any political subdivision thereof shall destroy, sell or otherwise dispose of any public records or printed public document in such person's care or custody or under such person's control without first having secured authority from the National Archives of the Philippines of their nature and obtained its authorization.

- IRR of R.A. 9470

Records Schedule

5. ITEM NO.	6. RECORDS SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. Remarks
		Active	Storage	Total	
	<u>OFFICE OF THE SECRETARY (OSEC)</u>				
1	COMMUNICATIONS/ CORRESPONDENCES Non-routine Routine	2 years		2 years	to be filed with appropriate records series after acted upon
	<u>INTERNAL AUDIT SERVICE (IAS)</u>				
2	COMPLAINTS	2 years	3 years	5 years	after settled
3	MANUALS National Guidelines on Internal Control System (NGICS) Philippine Government Internal Audit Manual (PGIAM)		PERMANENT		<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; font-weight: bold; font-size: 1.2em;">RELEASED</p> <p style="text-align: center;">12/20/15 Me</p> <hr/> <p style="text-align: center; font-size: 0.8em;">DATE INITIAL</p> <p style="text-align: center; font-size: 0.8em;">NATIONAL ARCHIVES OF THE PHILIPPINES</p> </div>
4	PLANS Audit/Operations Plan IAS-Operations Plans and Budget	3 years		3 years	



MAINTENANCE OF CURRENT and Non- CURRENT RECORDS

LOGO

“ LOGO ”

Records Life Cycle

Current/
Active

- regularly used

Semi-current/
semi-active

- Used infrequently

Non-current/
Inactive

- Not needed for current business





Records Life Cycle

Active or Current Phase

- Records are created and are frequently accessed in connection with current activities and are maintained in their office of origin

Inactive or Non-current Phase

- Temporary records are infrequently required in connection with current activities and are maintained in a Records Center
- Permanent records are transferred to the Archives
- Valueless records are destroyed

CREATION

MAINTENANCE
and USE

DISPOSITION



RECORDS MANAGEMENT PROCESSES

- * **CREATION AND CAPTURE**
- * **CLASSIFICATION, CODING AND INDEXING**
- * **ACCESS AND SECURITY CLASSIFICATION**
- * **STORAGE AND HANDLING**
- * **INVENTORY, APPRAISAL AND SCHEDULING**
- * **IMPLEMENTATION OF DISPOSITION**



Maintenance of Records

Creation/Capture

- ✓ Management of creation and capture of all types of correspondences, issuances, reports and other records necessary in the conduct of the official function of the office.

Maintenance and Use

- ✓ Registration
- ✓ Tracking
- ✓ Classification. Coding and Indexing
- ✓ Access and Security Classification
- ✓ Storage and Handling
- ✓ Inventory, Appraisal and Scheduling

Disposition

- ✓ Transfer to Records Center/Archives or Disposal



National Archives of the Philippines (NAP)

- ❖ **NAP General Circular No. 1:** Rules and Regulations Governing the *Management of Public Records* and Archives Administration
- ❖ **NAP General Circular No. 2 :** Guidelines on the Disposal of Valueless Records in Government Agencies
- ❖ **NAP General Circular No. 3:** Guidelines on the Establishment and Use of the General *Records Disposition* Schedule (GRDS)
- ❖ **NAP General Circular No. 4:** Guidelines on the Implementation of the National *Records Inventory*



Creation/Capture

- Process of identifying which records should be created/captured in paper and digital form, including records received by the organization,
- NAP Circular No. 1

Rule 5. Records Creation

5.1 Each agency shall have an integrated program in the creation of necessary records and copies thereof, including reports, forms, and issuances of the absolute minimum in the most effective way consistent with efficiency and economy.



Creation/Capture

- In assessing the need to create/capture records, the aim is to identify and assess:
 - ✓ the requirements of the organization/business units for records that provide evidence and information for operational use and collective memory and that the evidence can support accountability
 - ✓ the costs of creating/capturing and maintaining the required records, and the risk to the organization if it does not have those records



Creation/Capture Policies



Formatting



Handling of
Non-
Records/Eph
emera/Transit
ory Records



Archiving





Registration

- Provides evidence that a record is created or captured in a records system;
- Involves recording brief descriptive information about the record in a **register or logbook or registration system**, and assigning the record a unique identifier
 - R.A. 9470, Art. 3, Sec. 14



Tracking

- Process of documenting the movements and use of records so that their whereabouts are known at all times

Tracking System - monitors the physical movement of records, control the issue of records and document their transfer between offices or persons and their return to storage



Classification and Coding

Classification

Classification System

A predetermined logical scheme for the physical and intellectual arrangement, storage and retrieval of records

Coding Scheme

A representation of a classification scheme, in letters and/or numbers and in accordance with a pre-established set of rules



Maintenance and Use

Access and Security Classification

- Determining access classification as:

- ✓ open access records or
- ✓ restricted access records
- ✓ *Personal information*
- ✓ *Confidential information*
- ✓ *Privilege information*

- Restrictions on public access to public records are noted in the **NAP Public Access Registry**

R.A. 9470, Art. 5, Secs. 30-37



Storage and Handling

- Records require storage conditions and handling processes that take into account their specific physical and chemical properties
- Archival records require higher quality storage and handling
- Storage conditions and handling processes should be designed to protect records from unauthorized access or loss and from theft and disaster



Appraisal AND Disposition

Refers to the study of records, their relationships and contents, to determine their time and utility values

Time Value

- * Permanent
- * Temporary

Utility Value

- * Primary
 - Administrative
 - Legal
 - Fiscal
- * Secondary (Archival)
 - Evidential
 - Historical
 - Research/Informational
 - Symbolic



Inventory

Descriptive listing, generally by records series and subseries, of all the records created, received and maintained by an organizational unit, indicating fields such as reference code, period covered, volume/quantity, location, frequency of use, duplication, format, arrangement, access restrictions, vital records status, time and utility values, and retention period

All government offices shall regularly conduct an inventory of their public records... (R.A. 9470, Art. III, Sec. 15)

INVENTORY

- **A fact-finding survey**
- **Identifies and describes the types of records or records series created, maintained and used by the different units of an organization**
- **Provides detailed information about the nature, formats, location, arrangement, value, access, etc. of the records series of the units**
- **initial step in the formulation of a
Records Disposition Schedule**

PURPOSES

- To identify:
 - valueless records for disposal
 - temporary records to be retained for specific period of time
 - permanent or archival records to be transferred to Archives
 - vital records to be protected

NATIONAL ARCHIVES OF THE PHILIPPINES
Pambansang Sinupan ng Pilipinas

RECORDS INVENTORY AND APPRAISAL

AGENCY

ORGANIZATIONAL UNIT

TELEPHONE NO.:

ADDRESS

PERSON-IN-CHARGE OF FILES

DATE PREPARED

RECORDS SERIES TITLE & DESCRIPTION	PERIOD COVERED	VOLUME (Cubic Meter)	LOCATION OF RECORDS	FREQUENCY OF USE	DUPLICATION	TIME VALUE (T/P)	UTILITY VALUE (Adm / F / L / Arc)	RETENTION PERIOD			REMARKS
								Active	Storage	Total	

NATIONAL ARCHIVES OF THE PHILIPPINES (NAP) RECORDS INVENTORY AND APPRAISAL FORM

LEGEND:
TIME VALUE: T - Temporary P - Permanent
UTILITY VALUE: Adm - Administrative F - Fiscal L - Legal Arc - Archival

PREPARED BY: _____ ASSISTED BY: _____ APPROVED BY: _____
Name and Position NAP Records Management Analyst Chief of the Division/Department

APPRAISAL

- **The process of assessing records and identifying which are to be kept permanently as archives and which are to be kept for a specific period until these can be destroyed or removed permanently**

SCHEDULING

- **The process of prescribing RETENTION PERIOD of records for the development of a Records Disposition Schedule**
 - **Retention Period** –length of time as provided by existing legislation, administrative procedure or regulation or based on predetermined length of need or use

SCHEDULING

RDS - provides mandatory instructions for what to do with records (and non-record materials) no longer needed for current business.

- **Covers all records created and maintained by the organization.**
- **Provides for an accurate description of each record series.**
- **Prescribes the number of years during which a records series should be kept before it is either transferred to the Records Center or Archives or finally sold or destroyed.**

“ LOGO ”

Records Disposition Schedule

Prepare
RDS

Submit for
NAP

Implement

<..\Downloads\NAP-Form-2-rds.pdf>



Records Disposition Schedule (NAP Form No. 2)

- > Item Number**
- > Records Series, Title and Description**
- > Retention Period**
 - Active**
 - Storage**
 - Total**
- > Remarks**

**NATIONAL ARCHIVES OF THE PHILIPPINES
RECORDS DISPOSITION SCHEDULE**

1. AGENCY NAME:

2. ADDRESS:

4. DATE PREPARED

3. SCHEDULE NO.

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	

IMPORTANT: Pursuant to Section 18, Article III, RA 9470 s. 2007, "No government department, bureau, agency and instrumentality shall dispose of, destroy or authorize the disposal or destruction of any public records, which are in the custody or under its control except with the prior written authority of the executive director."



Implementation of the RDS

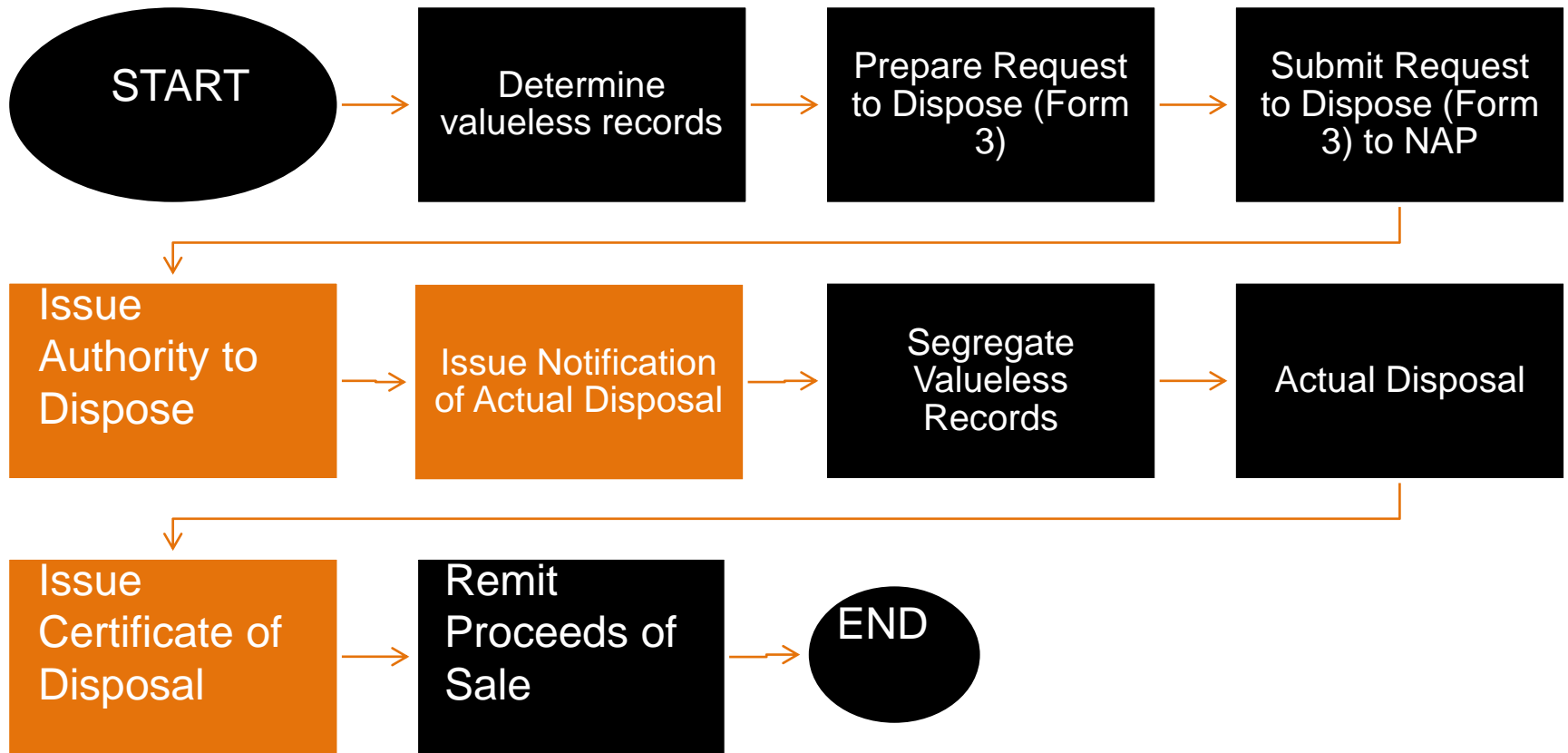
Retention of Active Records – retain records that are absolutely needed in day to day operations of the agency. Such records include those that deal with completed business but which may be used as reference in continuing agency transactions.

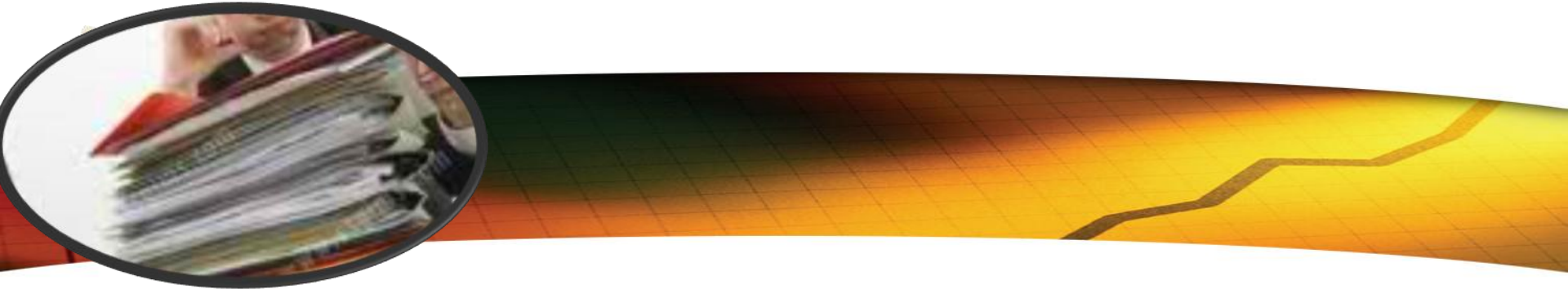
Disposal of Valueless Records

- ❖ **Burying / Landfill**
- ❖ **Shredding**
- ❖ **Sale**

Transfer of Non-Current Records

Procedures in the Disposal of Records





NAP shall solely determine and declare if records for disposal are non-record materials, which can be included in the actual disposal of valueless records provided these are no longer needed in the operation of the agency.

**NATIONAL ARCHIVES OF THE PHILIPPINES
REQUEST FOR AUTHORITY TO DISPOSE/
TRANSFER TO ARCHIVES OR RECORDS CENTER**

AGENCY NAME:

ADDRESS:

TELEPHONE NUMBER:

RMSD ACAD RCD

CONTROL NUMBER:

DATE:

RECORDS TO BE DISPOSED OF/ OR TRANSFERRED

ITEM NO.	RECORD SERIES & DESCRIPTION	PERIOD COVERED	VOLUME IN CUBIC METER
			TOTAL:

PREPARED BY:

POSITION:

Name and Signature

LOCATION OF RECORDS:

Name and Signature of Agency Head
or duly authorized representative

This is to certify that the above-mentioned records are not involved nor connected in any administrative or judicial cases.



Transfer of Non-current Records

Non-current Records – deal with completed transactions / business which are no longer needed for action or reference in continuing operations but are of research or archival value to the agency and its constituents.



Transfer of Non-current Records (cont'd)

- ❖ **Transfer scheduled temporary non-current records to storage or Records Center.**
- ❖ **Transfer permanent non-current records to the Archives.**
- ❖ **Use NAP Form No. 3 to list records being transferred**

**NATIONAL ARCHIVES OF THE PHILIPPINES
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			TOTAL:

PREPARED BY:

POSITION:

_____ Name and Signature

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NAP Circular No. 4

Pursuant to Article III Section 15 of Republic Act No. 9470, records officers/custodians of all government offices shall conduct an inventory of their public records and shall be mandated to keep the following data in their respective registry:

- ❖ All public records under its custody;
- ❖ All public records transferred to the NAP;
- ❖ Public records disposed of with authority (Section 18 and 19 of R.A. 9470);
- ❖ Data of deferred transfer of records (Section 21 of R.A. 9470); and



NAP Circular No. 4

A public access register that contains information on:

- **Restrictions on public access to public records;**
- **Prohibitions imposed on public access to public archives or protected records under the control of the Executive Director;**
- **The grounds for the prohibitions and restrictions; and**
- **The conditions agreed on as to public access for protected records transferred to the control of the Executive Director of NAP**



Scope and Coverage

The inventory shall cover all public records created, received and maintained in all branches of the government, whether national or local, constitutional offices, government owned controlled corporations, government financial institutions, state/local universities and colleges, Philippine embassies, consulates and other Philippine offices abroad. As needed, it shall also cover private archival collections.

-IRR of R.A. 9470



Objectives

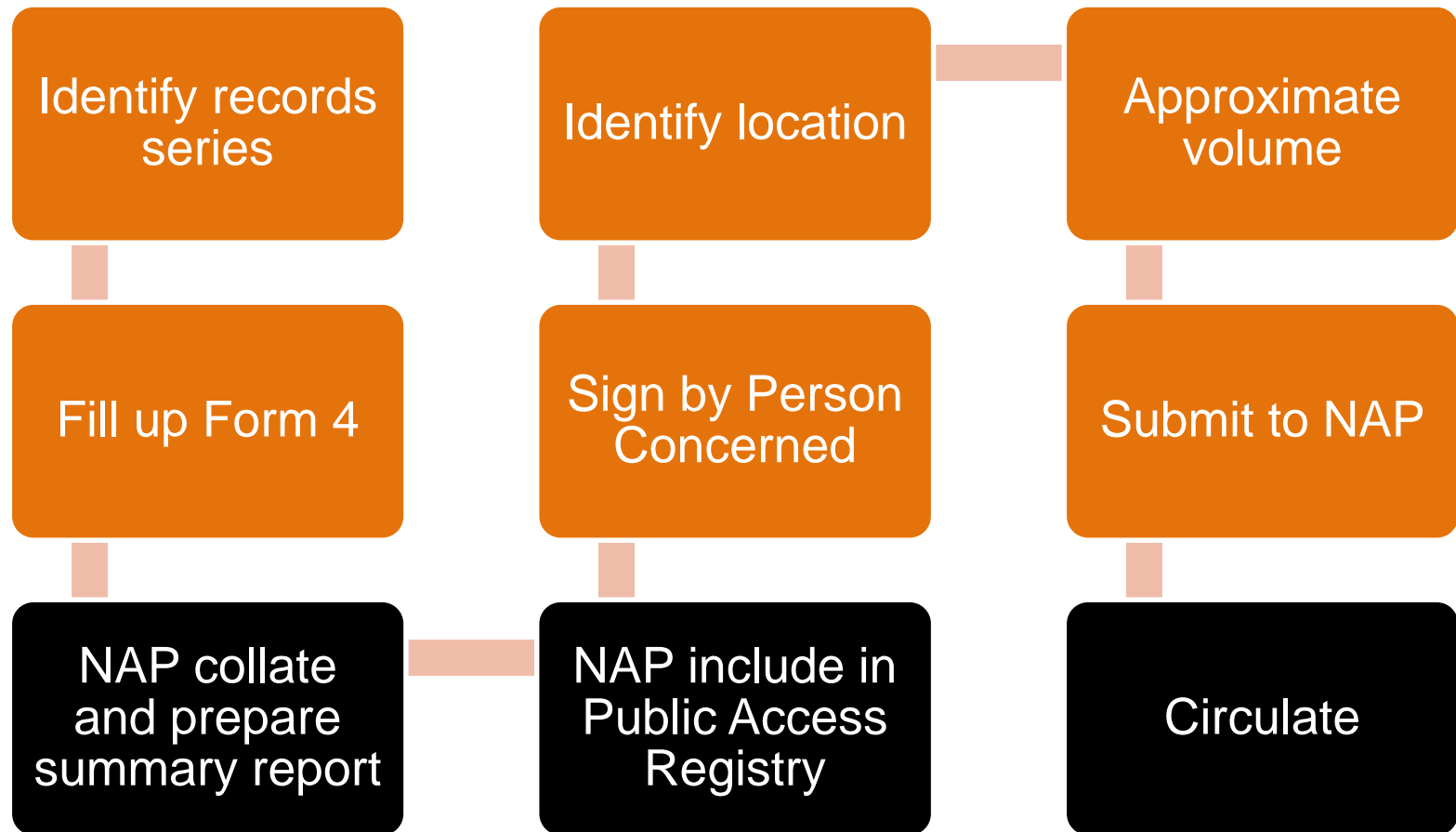
- ❖ **To create a list of record holdings of respective government agencies/institutions.**
- ❖ **To gather information on an agency's records management profile including information about its records officers/custodians, contact numbers and the like which would determine accountability in ensuring that the full range of records documenting the affairs of the government are maintained and preserved.**
- ❖ **To identify government employees accountable/ responsible for records management**
- ❖ **To establish a Public Access Registry for all record holdings of the government including selected private institutions.**



Objectives

- ❖ **To update and establish General Records Disposition Schedule as well as Records Disposition Schedule for national offices, Local Government Units, state universities and colleges, government hospitals, and water districts.**
- ❖ **To assist government agencies in establishing records management plan/manual.**
- ❖ **To provide the basis for a National Records Management Information System on policies, rules, regulations, guidelines and procedures.**
- ❖ **To provide public viewing on open access documents; access essential and reliable evidences of national information.**
- ❖ **To standardize government records management systems**

How to conduct the Inventory?



NATIONAL ARCHIVES OF THE PHILIPPINES
Pambansang Sinupan ng Pilipinas

RECORDS INVENTORY AND APPRAISAL

AGENCY	ORGANIZATIONAL UNIT	TELEPHONE NO.:
ADDRESS	PERSON-IN-CHARGE OF FILES	DATE PREPARED

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PREPARED BY: _____ **ASSISTED BY:** _____ **APPROVED BY:** _____
 Name and Position NAP Records Management Analyst Chief of the Division/Department



Steps in Filling Up the Inventory Form

- 1) Name of Office: The office where the inventory is being undertaken.
- 2) Department/Division: The department/division of the office.
- 3) Section/Unit: The administrative or operating section/unit of the office.
- 4) Telephone Number :The contact number of the person/employee in charge of files.
- 5) E-mail Address : must be the official electronic mail of the office.



Steps in Filling Up the Inventory Form

6) Address: The specific location of the office where the floor number, building, street, city/ municipality and province are indicated

7) Person In-charge of Files: The person/employee having control or custody of the records /files/documents.

8) Date Prepared: The date when the inventory of records was accomplished/finalized.



Steps in Filling Up the Inventory Form

11) Volume: The mass of the records should be computed and expressed in cubic meters. The formula for volume in cubic meters: $\text{Volume} = \text{length} \times \text{width} \times \text{height}$ (in meters)

12) Records Medium: The physical material in or on which information may be recorded such as paper, film, magnetic tape, electronic disk, etc.

13) Restriction: Records are to be classified as open access or restricted access records. If the government office has no guidelines pertaining to the restrictions of its record holdings, all records of that office are considered open access. Restricted records shall be classified as confidential, secret and top secret records.

14) Location of Records: The location of records should be specified with such designations as office area, offsite or in NAP.



Steps in Filling Up the Inventory Form

15) Time Value: Records shall be categorized as temporary or permanent records. Temporary records have a specific retention period and may be disposed of. Permanent records may not be disposed of as these should be retained for safekeeping.



Steps in Filling Up the Inventory Form

16) Retention Period: If the time value of the records is temporary, the specific retention period should be indicated and checked against the GRDS, Agency RDS or against any other guidelines pertaining to the disposition of the specific record series. When the records' time value is permanent, there will be no limit to its retention period. If the records had no approved retention period, the Records Officer/Custodian shall make an appropriate proposal to the NAP about the suggested retention period.



Steps in Filling Up the Inventory Form

17) Remarks: A brief description/explanation/history of the records series indicated in the inventory if not found in the Agency RDS/GRDS.

NATIONAL ARCHIVES OF THE PHILIPPINES
Pambansang Sinupan ng Pilipinas

RECORDS INVENTORY AND APPRAISAL

AGENCY

ORGANIZATIONAL UNIT

TELEPHONE NO.:

ADDRESS

PERSON-IN-CHARGE OF FILES

DATE PREPARED

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RECORDS INVENTORY AND APPRAISAL FORM**

LEGEND:

TIME VALUE: T - Temporary P - Permanent
UTILITY VALUE: Adm - Administrative F - Fiscal L - Legal Arc - Archival

PREPARED BY:

ASSISTED BY:

APPROVED BY:

_____ Name and Position

_____ NAP Records Management Analyst

_____ Chief of the Division/Department



Requirements of R.A. 9470

- Records Officer**
- Central Records Office/Unit**
 - **Records Management Improvement Committee (RMIC)** RMIC shall be established as an advisory body on records management and archives activities, focusing on records inventory and appraisal, formulation of records disposition schedule, transfer and disposal of records
- Records Management Program**
- Records Registry and Inventory**
- Records Disposition Schedule**
- Records Center**



References:

Ellis, Judith, ed. (1993). Keeping archives. 2nd ed. Australia : Thorpe.

Hunter, Gregory. Developing and maintaining practical archives. 2005.

Republic Act No. 9470 (National Archives of the Philippines Act of 2007)

NAP General Circular No. 1-4, series of 2009

<http://nationalarchives.gov.ph/downloads/nap-circulars/>

ISO 15489 – 1 and ISO 15489 – 2



Maraming salamat at
Mapagpalang Hapon sa inyong lahat

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