

**Office of the President**  
of the Philippines  
Malacañang

**MEMORANDUM ORDER NO. 274**

**RECONSTITUTING THE COMPOSITION OF THE COMMITTEE ON  
RECORDS DISPOSAL FOR THE OFFICE OF THE PRESIDENT  
(PROPER)**

Memorandum Order No. 34 dated October 2, 2001, is hereby reconstituted to be composed of the following:

Assistant Secretary, Office of the Executive Secretary	-	Chairman
Director, Malacañang Records Office (MRO)	-	Member
Director, Legal Office	-	Member
Director, General Government Administration Office (GGAO)	-	Member
Director, Human Resource Management Office (HRMO)	-	Member
Director, Finance Office	-	Member
Director, Assets Management Office (AMO)	-	Member

The Committee shall not only participate in the evaluation and appraisal of records for disposition purposes, but shall also take part in the development of improved systems and procedures in records management.

This Order shall take effect immediately.

By authority of the President:



**EDUARDO R. ERMITA**  
Executive Secretary

Manila, 19 October 2007