

[BI IMMIGRATION OPERATIONS ORDER NO. SBM-2013-023, November 12, 2013]

**DEFINING AND ESTABLISHING THE BUREAU OF IMMIGRATION
DOCUMENT AND INFORMATION CLASSIFICATION, MANAGEMENT
AND CONTROL PROTOCOLS**

Pursuant to Section 3 of Commonwealth Act No. 613 (Philippine Immigration Act of 1940), as amended, empowering and authorizing the Commissioner of Immigration to issue, subject to the approval of the Department Head, such rules and regulations he deems necessary for the implementation of all immigration laws and on all matters within the BI's jurisdiction, including those relating to its operations and enforcement of all laws and regulations pertaining thereto, the following protocols are hereby ordained:

**CHAPTER I
GENERAL PROVISION**

Section 1. Statement of Policy – Information and data are key assets which support the effective and proficient delivery and performance of the Bureau of Immigration's legal mandate, powers, functions, duties and responsibilities. Its efficient management, use, retention and disposition within a securely designed environment assure the information's integrity and accuracy. Any misuse, abuse or unauthorized disclosure of sensitive information and data can have severe consequence to the national security and the operations and activities of the Bureau.

Towards this end, all personnel of the Bureau have a duty to prevent the loss, misuse, abuse or unauthorized disclosure of the Bureau's information and documents.

Section 2. Purpose and Coverage – The purpose of these protocols is to direct the creation, classification and storage of the Bureau's information, ensure that official records are easily located, accessed and maintained whilst ensuring appropriate security and confidentiality of information and guarantee that official records are disposed of in a manner appropriate to their content and function.

These protocols shall apply to all information and official documents, regardless of format, including all its attachments and annexes, created and received by the Bureau in the course of the official business, activities and operations.

Section 3. Definition of Terms – As used in this Memorandum:

- a) "*Bureau*" shall mean Bureau of Immigration;
- b) "*Information*" shall mean any knowledge, record, paper, report, letter, contract, minutes and transcripts of official meetings, photographs, data, film, sound and video recordings, magnetic and other tapes, electronic data, computer stored data, or any other like or similar data

or material recorded, stored or archived in whatever form or format, which are made, received or kept in or under the control and custody of the Bureau pursuant to law, executive order, administrative order, rules and regulations, or in connection with the performance or transaction of its official business.

- c) "*Official Document*" shall refer to information in any form or nature created or received by personnel of the Bureau in an official capacity or pursuant to its official functions, duties and responsibilities, and is not meant to be a stage or status of the information.

CHAPTER II

CLASSIFICATION OF OFFICIAL DOCUMENTS AND INFORMATION

Section 4. Classes of Documents and Information. – The Bureau's official documents and information are hereby classified as:

- a. *Internal Document* – document created by Bureau personnel and stored within the Bureau and is not released to or received from external parties.
- b. *External Document* – document prepared by external parties and duly received by the Bureau.
- c. *Classified Information* – information in any form or nature, the safeguarding of which is necessary in the interest of national security. It shall be categorized as follows:
 - c.1 "*Confidential Information*" shall refer to information the unauthorized disclosure of which would endanger national security, cause serious injury or prejudice to the interest and prestige of the country, the Bureau, or any governmental operation or activity.
 - c.2 "*Restricted Information*" shall refer to information the unauthorized disclosure of which would cause administrative embarrassment, unwarranted injury to an individual or undue advantage to a third party.
- d. "*Unclassified Information*" – information other than that determined to be confidential or restricted.

Section 5. Classification of Documents or Information. – The classification of internal document or information shall be the responsibility of the head of the office, division, section or unit of the Bureau from which such document or information was created and emanated, or to which the external document or information was officially transmitted.

CHAPTER III

CREATION, MANAGEMENT AND USE OF DOCUMENTS AND INFORMATION

Section 6. Creation. – (a) *Paper-based* - An internal document is deemed created upon the affixing of the signature thereon by the concerned personnel by the Bureau and the consequent official release or transmittal thereof to the concerned party or addressee. An external document becomes the property of the Bureau and subject to the protocols herein provided upon official receipt thereof by the duly authorized Bureau personnel.