

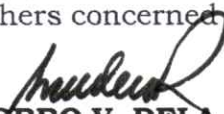


Republic of the Philippines  
Department of Education  
REGION V - BICOL

SCHOOLS DIVISION OFFICE OF CATANDUANES

UNNUMBERED MEMORANDUM  
OSDS-REC-UM-10-27-2023-CVP

TO : Assistant Schools Division Superintendent  
Chief Education Supervisors, CID & SGOD  
Administrative Office  
Finance  
Section/Unit Heads  
All others concerned

FROM :   
**SOCORRO V. DELA ROSA, CESO V**  
Schools Division Superintendent

SUBJECT: **ADVISORY TO DIVISION MEMORANDUM NO. 109, S.2023**  
**RE: INVENTORY OF RECORDS AND RECONSTITUTION OF RECORDS**  
**MANAGEMENT IMPROVEMENT COMMITTEE IN THE DIVISION**

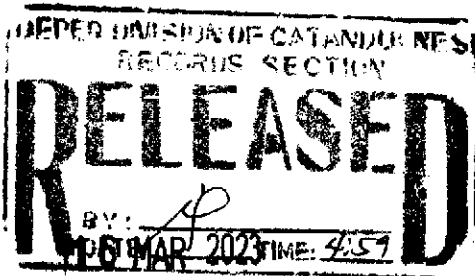
DATE: October 27, 2023

1. Pursuant to DepEd Memo OUA-OUT-02023-5 titled Inventory of Records and Updating of Records Disposition Schedule (RDS), and Division Memorandum No. 109, s.2023 dated March 16, 2023, this Office reiterates the **submission of complete inventory of all documents or record holdings** of every office and schools of this Division as of December 31, 2022.
2. The said listings are to be encoded in the attached NAP Form 1 (National Records Inventory Form). Soft copy of the NAP Form 1 is available through the link mentioned in DM 109, s. 2023 (<https://tinyurl.com/mxcc97ce>).
3. The Chief/Section Heads shall submit the name of designated records custodian of the respective office.
4. Said documents must be submitted before 12NN of November 6, 2023 as it is also the due date for submission at the Regional and Central office.
5. Overtime services rendered during Saturday, Sunday and holidays for this activity shall be granted compensatory overtime credit from October 28 to November 5, 2023.
6. For immediate implementation and strict compliance.



San Roque, Virac, Catanduanes  
052 - 8114063  
catanduanes@deped.gov.ph  
www.depedhorcatanduanes.com  
DepEd Tavo - Region V - Catanduanes

1. NAME OF OFFICE:		2. DEPARTMENT/DIVISION:		3. TELEPHONE NO.:				
DEPARTMENT OF EDUCATION		BRGY. SAN ROQUE VIRAC, CATANDUANES						
4. ADDRESS:		5. RESTRICTIONS:		6. EMAIL ADDRESS:				
7. PERSON-IN-CHARGE OF FILES:		8. DATE PREPARED:		9. REMARKS:				
9. RECORDS SERIES TITLE AND DESCRIPTION	10. PERIOD COVERED, INCLUSIVE DATES	11. VOLUME	12. RECORDS MEDIUM	13. RESTRICTIONS	14. LOCATION OF RECORDS	15. TIME VALUE	16. RETENTION PERIOD	17. REMARKS
<b>TO BE ACCOMPLISHED BY THE CONCERNED GOVERNMENT AGENCY</b>								
PREPARED BY:				ASSISTED BY:		APPROVED BY:		
Immediate Supervisor				NAP Official:		SACCORRO V. DELA ROSA, CESO V Schools Division Superintendent		
TERENCE MICHAEL A. TABLIZO Supervising Records Management Specialist								
<b>TO BE ACCOMPLISHED BY THE NATIONAL ARCHIVES OF THE PHILIPPINES</b>								
EVALUATED BY:				NOTED BY:				



Republic of the Philippines  
**Department of Education**  
REGION V

SCHOOLS DIVISION OFFICE OF CATANDUANES

16 March 2023

**DIVISION MEMORANDUM**

No. 109 s. 2023

**INVENTORY OF RECORDS AND RECONSTITUTION  
OF RECORDS MANAGEMENT IMPROVEMENT COMMITTEE IN THE DIVISION**

TO : Assistant Schools Division Superintendent  
Chiefs, SGOD & CID  
Administrative Office  
Finance  
Section/Unit Heads  
All Others Concerned

1. In compliance with DepEd Memorandum No. 133, s.2016 and DepEd Memorandum No. 105, s. 2022, this office will conduct an Inventory of Public Records and reconstitution of the Records Management Improvement Committee (RMIC).
2. The Records Management Improvement Committee (RMIC) shall be an advisory body on the development of records management, the Chairman and members of which shall be designated by the Head of the Agency.
3. The Committee, shall among others, perform the following functions:
  - a. Provide oversight and guidance on the implementation of a systematic Records Management Program in all phases of records management (e.g., creation, maintenance, and disposition).
  - b. Recommend documents that are of continuing value for preservation, and which are for immediate disposal.
  - c. Determine the retention period of the agency's records and formulate the Records Disposition Schedule, subject to the approval of the agency head and the final approval of the Executive Director of the NAP.
  - d. Formulate policies and techniques for repairing damaged records and take positive steps to prevent loss and unauthorized destruction of records.
  - e. Establish a repository for the storage of records that are no longer needed by the agency, but which are not yet ready for disposal or a program to transfer the records to the Records Management or Archives Office.
4. The RMIC of the Division Office shall hereby be composed as follows:





Republic of the Philippines  
**Department of Education**  
REGION V  
SCHOOLS DIVISION OFFICE OF CATANDUANES

Chairman	Assistant Schools Division Superintendent
Vice Chairman	Chief, Administrative and Finance Section (Administrative Officer V)
Members	The Chief or his/her duly authorized representative for the following officers: <ul style="list-style-type: none"><li>• Curriculum Implementation Division</li><li>• Schools Governance and Operations Division</li><li>• Finance</li><li>• Administrative</li><li>• Legal</li><li>• ICT</li></ul>
Secretariat	<ul style="list-style-type: none"><li>• AO IV-Records Unit</li></ul> One representative each from: <ul style="list-style-type: none"><li>• Legal Unit</li><li>• Finance Unit</li><li>• Personnel Unit</li><li>• Records Unit</li></ul>

5. Anent thereto, all offices/units are advised to submit a **complete inventory of all documents** or record holdings as of December 31, 2022 in hard copy using the attached template and soft copy through this link <https://tinyurl.com/mxcc97ce> on or before March 31, 2023.
6. Attached herein are the **Records Disposition Schedule** and **National Records Inventory form** for your reference.
7. For information, guidance, and compliance of all concerned.

**SUSAN S. COLLANO, CESO V**  
Schools Division Superintendent

Encl.: As stated

Reference: DepEd Memorandum No133, s.2016, DepEd Memorandum No. 105, s. 2022

To be indicated in the Perpetual Index under the following subjects:

RECORDS      INVENTORY      COMMITTEES



San Roque, Virac, Catanduanes  
(052) 811-40-63  
catanduanes@deped.gov.ph





**PROCEDURAL/INSTRUCTIONAL GUIDE:**

- (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 & (5) EMAIL ADDRESS**  
The contact number of the person/employee in charge of files. Email address must be the official electronic mail of the office.
- (6) **ADDRESS**  
Indicate the specific address of the office such as floor number, building, street, city/municipality and province.
- (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 had been accomplished.
- (9) **RECORDS SERIES TITLE AND DESCRIPTION**  
The entry of record series title shall be properly filled out. If the record is a substantive record or a record with archival value or one which could not be found in the General Records Disposition Schedule (GRDS), a brief description or definition of the records shall be noted in the remark column. (e.g. for substantive record: Batch Control Sheets -- are lists of taxpayers). Include other records that may not be in the records series enumerated above.
- (10) **PERIOD COVERED/ INCLUSIVE DATES**  
Indicate the period covered by the record series from the earliest to the latest year when the records are created/received by the government agency. (e.g. 1990 – 2011). Note gaps.
- (11) **VOLUME**  
The mass of the records should be computed and expressed in cubic meters. The formula for volume in cubic meters: Volume = length x width x height (in meters). In case the bulk of the records could be counted by sacks, box, bundles or wherever the records are stored, then it should be indicated in the inventory list. (e.g. 2 culm. – 50 bundles)
- (12) **RECORDS MEDIUM**  
The medium of the records should be specified - whether the records are in paper format, microfilm, electronic, cd/dvd, maps, drawings, computer printout or in any forms. (e.g. for Notarial records: Paper & microfilm)
- (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, restricted, secret and top secret records. (e.g. for 2011 Files: Confidential)
- (14) **LOCATION OF RECORDS**  
The location of records should be specified with such designations as office area, offsite or in NAP. (e.g. Room 617 Vault 1 Cabinet 2a)
- (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. (e.g. for Vouchers: Temporary; Check Register: Permanent)
- (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 MAP and approved by the supervisor about the suggested retention period. (e.g. for Vouchers that have approved retention period: 10 years; Batch Control Sheets that has no approved retention period: Suggested – 10 years)
- (17) **REMARKS**  
State a brief description/explanation/history of the records series if not found in the Agency RDS/GRDS.

<p align="center"><b>NATIONAL ARCHIVES OF THE PHILIPPINES</b> <i>Pambansang Sinuapan ng Pilipinas</i></p> <p align="center"><b>RECORDS DISPOSITION SCHEDULE</b></p>		1. AGENCY NAME: <p align="center"><b>DEPARTMENT OF EDUCATION</b></p>			
		2. ADDRESS: <p align="center">Ultra, Pasig City</p>			
3. SCHEDULE NO.: <p align="center">2</p>		4. DATE PREPARED:			
5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
	<b><u>ADMINISTRATION &amp; MANAGEMENT</u></b>				
1	ACKNOWLEDGMENT LETTERS / RECEIPTS				To be filed with appropriate record series
2	ATHLETICS/SPORTS FILES Athletes' Profiles Letters/Endorsements Results Souvenir Programs	1 year		1 year	After graduated
3	AUTHORITIES TO TRAVEL Employees Officials Teachers/Principals/Asst. School Division Superintendents / Division Superintendents	2 years		2 years	
4	AWARDS AND COMMENDATIONS		PERMANENT		
5	BOARD / COUNCIL FILES Memoranda Original Letters Reports Resolutions		PERMANENT		
6	CALAMITY RECORDS	2 years		2 years	
7	CERTIFICATES OF APPEARANCE	1 year		1 year	
8	CERTIFICATIONS Certifications, Authentications and Verifications (CAV) Certificates of Graduation Diplomas Student Report Cards (Form 137) Special Orders Employment and Salary Enrollment Good Moral Character (Issued by the Superintendents)	1 year		1 year	

**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."



5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
9	CHARTS Organizational/Functional Process Flow			PERMANENT	
10	CLEARANCES Students/Teachers/Employees Tuition Fees	1 year		1 year	
11	CREATION OF DIVISION AND DISTRICT OFFICE RECORDS			PERMANENT	
12	COMMITTEE FILES Investigating Task Force			PERMANENT	
13	COMMUNICATIONS/CORRESPONDENCES Non-Routine				To be filed with appropriate records series After acted upon
	Routine	2 years		2 years	
14	DIRECTIVES / ISSUANCES Issued by the Head of Agency documenting policies, procedures, standards, rules and regulations, programs of the agency			PERMANENT	
	Issued by the Head of Agency reflecting routinary information	2 years		2 years	After superseded
15	DIRECTORIES OF PERSONNEL / SCHOOL OFFICIALS Advisories Bulletins Circulars	2 years		2 years	After superseded
16	INQUIRIES / QUERIES Non-Routine				To be filed with appropriate records series After acted upon
	Routine	2 years		2 years	
17	LISTS Monuments/Shrines (National) Officials (Local/National)	1 year		1 year	After updated
18	MANUALS			PERMANENT	
19	MEETING FILES (ExeCom/ManCom) Committee Reports Minutes of Meetings Policies Resolutions Other Related Documents			PERMANENT	
20	MESSAGES / SPEECHES			PERMANENT	

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
21	PROGRAMS / PROJECTS (Papers including background materials, studies, analyses, notes, rough drafts, interim reports and related papers to management programs/projects)	P E R M A N E N T			If implemented, otherwise, dispose after 5 years from date of record
22	PUBLICATIONS (Created by DepEd) Advertisements Advisories Books Journals Newsletters Press Releases	P E R M A N E N T			Records Set
23	SEMINAR / WORKSHOP / CONVENTION INVITATIONS	1 year		1 year	
24	SOLICITATIONS	1 year		1 year	
25	SPECIMEN SIGNATURES	P E R M A N E N T			
26	TRAVEL / VISIT FILES Foreign Local	1 year		1 year	
	<b>General Services</b>				
27	FUEL CONSUMPTION REPORTS	1 year		1 year	
28	JOB ORDERS	1 year		1 year	
29	STATEMENTS OF ACCOUNTS/BILLS (PASS, PLDT, Electric, Water)	5 years		5 years	After settled
30	TRIP TICKETS	1 year		1 year	
31	UTILITIES AND SERVICES RECORDS	1 year		1 year	
32	VEHICLE INSURANCE AND REGISTRATIONS	1 year		1 year	After renewed
33	VEHICLE MAINTENANCE AND OPERATIONS RECORDS	1 year		1 year	
	<b>Procurement Service and Supply/Property Records</b>				
34	ACKNOWLEDGMENT RECEIPTS OF EQUIPMENT (ARE) / MEMORANDUM RECEIPTS OF EQUIPMENT (MRE), SEMI-EXPENDABLE AND NON-EXPENDABLE PROPERTIES	1 year		1 year	After equipment had been returned
35	ANNUAL PROCUREMENT PROGRAMS	3 years		3 years	

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
36	INVENTORIES AND INSPECTION REPORTS OF UNSERVICEABLE PROPERTIES	1 year		1 year	After property has been returned
37	INVENTORIES OF SUPPLIES AND PROPERTIES/FIXTURES	1 year		1 year	After updated
38	LEDGER CARDS Equipment Supplies	2 years 5 years		2 years 5 years	After equipment had been disposed
39	PROCUREMENT FILES Abstracts Bids / Canvasses Evaluations of Quotations Bid Evaluations Contracts Invitations to Bid Minutes of Pre-Bid Conference Modes of Procurement (Resolution) Notices of Award Notices to Proceed Programs of Work Pre-Bid Bulletins Resolutions to Award BAC Resolutions Alternative Modes of Procurement Award Shopping and other modes of procurement and other pertinent documents	5 years	5 years	10 years	Provided project is completed and settled
40	PROPERTY INVENTORIES Buildings Equipment	1 year		1 year	After updated
41	PURCHASE ORDERS	4 years		4 years	
42	PURCHASE REQUESTS	1 year		1 year	
43	REPORTS Loss Waste Materials Inspection and Acceptance		PERMANENT		
		2 years 1 year		2 years 1 year	After property has been returned
44	REQUISITION AND ISSUE SLIPS (RIS)	1 year		1 year	
45	TRANSFERS WITHOUT COST		PERMANENT		
	<b>FINANCE MANAGEMENT</b>				
46	CERTIFICATIONS Last Payments Lost Checks	1 year		1 year	

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
47	CHECKS Automated Payroll Deduction System Expenses Capital Outlay Personal Services Maintenance and other Operating Expenses ( MOOE) Funds Provident Realignment Transfer Trust/Special Purpose	5 years	5 years	10 years	Provided post-audited, finally settled and not involved in any case
48	FINANCIAL STATEMENTS Balance Sheets Statements of Operation/Income	P E R M A N E N T			
49	NOTICES OF CASH ALLOCATIONS	3 years		3 years	
50	PAYROLLS / PAYROLL SHEETS	5 years	5 years	10 years	Provided post-audited, finally settled and not involved in any case
51	REMITTANCES (GSIS, HMDF, PhilHealth) Advices Lists Loans Premiums	5 years	5 years	10 years	
		P E R M A N E N T			
52	REPORTS Financial Cash Flow Statements of Income and Expenses Statements of Government Equities Lists of Due and Demandable Accounts Payable (LDDAP) Liquidations	5 years		5 years	After Annual Financial Report has been published
		3 years		3 years	After superseded
		5 years	5 years	10 years	
53	TAXES Advalorem/Duty Exemptions Expanded Value Added Tax Income Withholding Tax Certificates	3 years 3 years 3 years 3 years 4 years	3 years 3 years 3 years 3 years	6 years 6 years 6 years 6 years 4 years	After superseded
54	VOUCHERS, INCLUDING BILLS, INVOICES & OTHER SUPPORTING DOCUMENTS Disbursements Journals Liquidations Petty Cash Reimbursement Expense Receipts Travelling Expenses	5 years	5 years	10 years	Provided post-audited, finally settled and not involved in any case

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
	<b>Accounting Records</b>				
55	AUTHORITIES FOR ALLOWANCES Clothing Cost of Living Allowance (COLA) Hardship Representation and Transportation Allowance (RATA)	2 years		2 years	After terminated
56	BOOKS OF FINAL ENTRIES General Ledgers Journals and Analysis of Ledgers Subsidiary Ledgers	P E R M A N E N T			
57	BOOKS OF ORIGINAL ENTRIES Cash/Check Disbursements Cash Receipts General Journals Journals and Analysis of Obligations Journals of Bills Rendered Journals of Checks Issued Journals of Collections and Deposits Journals of Disbursement by Disbursing Officers	P E R M A N E N T			
58	CONSOLIDATED ANNUAL AUDIT REPORTS	P E R M A N E N T			
59	NOTICES OF TRANSFER ALLOCATIONS	1 year		1 year	
60	QUARTERLY STATEMENTS OF CASH ADVANCES	5 years	5 years	10 years	
61	TRIAL BALANCES AND OTHER REPORTS Cumulative Results of Operations- Unappropriated Monthly/Quarterly Trial Balances  Preliminary/Final Annual Trial Balances Accountant's Copy  Auditor's Copy Regional Office Copy  Pre/Post Closing Trial Balances				
		P E R M A N E N T			
		2 years		2 years	After consolidated in the Annual Financial Report
		5 years	5 years	10 years	After Annual Financial Report has been published
		P E R M A N E N T			
		5 years	5 years	10 years	After Annual Financial Report has been published
		5 years		5 years	After Annual Financial Report has been published
	<b>Budget Records</b>				
62	AGENCY BUDGET MATRICES	3 years		3 years	
63	BUDGET CIRCULARS AND ISSUANCES	5 years	5 years	10 years	
64	BUDGET PROPOSALS & SUPPORTING DOCUMENTS	3 years		3 years	
65	GENERAL APPROPRIATION ACTS	3 years		3 years	
66	MONTHLY CASH PROGRAMS	3 years		3 years	

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
67	OBLIGATION REQUESTS	3 years		3 years	
68	PHYSICAL AND FINANCIAL PLANS	3 years		3 years	
69	PROGRAMS OF EXPENDITURES Local National	5 years	5 years	10 years	
70	REGISTRIES OF ALLOTMENT	5 years		5 years	
71	SPECIAL ALLOTMENT RELEASE ORDERS (SARO)	3 years		3 years	
72	SUB-ALLOTMENT RELEASE ORDERS (Sub-ARO)	3 years		3 years	
<b>Cash Records</b>					
73	FIDELITY BONDS / BONDS	1 year		1 year	After renewed
74	OFFICIAL CASH BOOKS Collections Disbursements	P E R M A N E N T			
75	OFFICIAL RECEIPTS	5 years	5 years	10 years	After post-audited, finally settled and not involved in any case
76	RECORD BOOKS FOR CHECKS RELEASES	5 years	5 years	10 years	After date of last entry
77	REPORTS Advices of Checks Issued and Cancelled Cash/Check Disbursements Checks Issued and Cancelled Collections Summaries of Checks Released and Cancelled Proportional Vacation Pay	5 years	5 years	10 years	
<b>HEALTH AND NUTRITION SERVICES</b>					
78	HEALTH AND NUTRITION REPORTS Annual Monthly / Quarterly	P E R M A N E N T			
		2 years		2 years	
79	LISTS HEALTH AND NUTRITION Personnel Distribution of Medicines & Supplies	1 year		1 year	After updated
80	MAGNA CARTA OF PUBLIC HEALTH WORKERS	P E R M A N E N T			

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
81	MEDICAL / DENTAL RECORDS OF PERSONNEL / ATHLETES Dental / Medical Cards Health Profiles Laboratory Results	2 years	PERMANENT PERMANENT	2 years	
82	SCHEDULES OF NURSES AND DENTISTS	1 year		1 year	After updated
83	SPECIAL PROJECTS / PROGRAMS Dental Health Programs Medical and Nursing Health Programs Nutrition Programs  HUMAN RESOURCE MANAGEMENT SERVICES (PERSONNEL SERVICES)		PERMANENT		If implemented, otherwise, dispose after 5 years from date of record
84	ANNUAL SUMMARY REPORTS FOR REPLACEMENT PROGRAMS FOR NON-ELIGIBLES	5 years		5 years	After separated/retired of concerned employee
85	APPLICATIONS / RECOMMENDATIONS FOR EMPLOYMENT	1 year		1 year	
86	APPLICATIONS FOR LEAVE OF ABSENCES Maternity Parental (Solo Parent) Paternity Privilege/Special Rehabilitation Sick Study Terminal Vacation Violence Against Women and Children (VAWC) Details Stations	1 year		1 year	After recorded in Leave Cards
87	AUTHORITIES TO FILL VACANT POSITIONS	2 years		2 years	After position has been filled up
88	CLAIMS ON EMPLOYEES COMPENSATION	5 years	5 years	10 years	
89	CERTIFICATES OF ELIGIBLES	2 years		2 years	
90	CONTRACTS TO TEACH	5 years		5 years	After renewed / terminated and noted in Service Cards
91	DAILY TIME RECORDS	1 year		1 year	After data have been posted in Leave Cards and post-audited
92	EQUIVALENT RECORDS FORMS WITH TRANSMITTAL	5 years		5 years	After separated from office
93	JOB ORDER CONTRACTS	1 year		1 year	After terminated

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
94	LEAVE CARDS	5 years	10 years	15 years	After separated/retired of concerned employee
95	LETTERS OF INTRODUCTION	2 years		2 years	
96	MEDICAL CERTIFICATES DUE TO ILLNESS	3 years		3 years	After absences have been recorded in Leave Cards
97	MEMBERSHIP FILES GSIS Pag-Ibig PhilHealth Others	P E R M A N E N T			
98	MONTHLY REPORTS OF SERVICE AND ATTENDANCE / ABSTRACTS OF ABSENCES	2 years		2 years	
99	NEW APPRAISAL PERFORMANCE SYSTEM FILES Performance Appraisals/Evaluations/ Rating Reports Performance Rating Cards Performance Target Worksheets	1 year 5 years 1 year		1 year 5 years 1 year	After renewed/terminated
100	NOTICES OF ASSIGNMENTS Lists Details Stations	1 year		1 year	
101	PERMITS TO STUDY/TEACH	1 year		1 year	After renewed/terminated
102	PERSONNEL FOLDERS (201 FILES) Appointments Approvals of Retirement Awards Change of Status Designations Dropping from the Rolls (AWOL) First/Last Day of Service Certifications Longevity Notices of Salary Adjustment (NOSA) Notices of Step Increment (NOS) Oaths of Office Personal Data Sheets (latest) Position Description Forms PRC Licenses Reports of Rating (Eligibilities) Resignations/Transfers/Reinstatements/ Return to Duty Retirements (GSIS Clearance) Separations Service Records (updated) Transcript of Records	5 years	10 years	15 years	After retired/separated
103	PERSONNEL SERVICES ITEMIZATION AND PLANTILLA OF PERSONNEL	P E R M A N E N T			Other copies dispose after 3 years



5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
104	POSITION / ITEM FILES Conversion Creation Deployment Extension Reclassification and Transfer Requests for Position	2 years		2 years	After follow-up/approval
105	PROMOTION RECORDS	2 years		2 years	After vacant position has been filled
106	PUBLICATIONS OF VACANT POSITIONS Filling up of Positions Protest Ranking Recommendations	2 years		2 years	After vacant position has been filled
107	RECORDS OF SERVICE CREDITS	1 year		1 year	After recording in the level codes
108	SCHOLARSHIP FILES On-the-Job Trainees Students Teachers	2 years 1 year 4 years		2 years 1 year 4 years	After finishing the term After finishing the course
109	SEPARATION ORDERS / EXTRACTS OF RETIRED/TRANSFERRED/SEPARATED PERSONNEL	1 year		1 year	
110	SERVICE CARDS	P E R M A N E N T			
111	SERVICE RECORDS	2 years		2 years	After updated provided a copy is incorporated in 201 Files
112	STATEMENTS OF ASSETS AND LIABILITIES	5 years	5 years	10 years	
	<b>LEGAL SERVICES</b>				
113	ADMINISTRATIVE DECISIONS (With Respect to Cases/Opinions/Decisions/ Resolutions/Orders)	P E R M A N E N T			
114	CASES Administrative Civil Service Commission Department of Education Ombudsman Civil / Criminal	4 years	3 years	7 years	After finally settled except Decisions which are Permanent
115	COMPLAINTS / GRIEVANCES Actions Taken on the Complaints Counter Affidavits and/or Answers Investigation Reports Rejoinders Resolutions	5 years		5 years	After finally settled

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
116	CONTRACTS OF SERVICES (Contract Records including Correspondences/ Related Papers)	5 years		5 years	After renewed/terminated/ and finally settled
117	CORRECTIONS OF NAME / BIRTH DATE Personnel Students	PERMANENT			
118	DEEDS (Acquisition of Books/Teaching Aids and Vehicles) Donations Sale	PERMANENT			
119	MEMORANDA OF AGREEMENT/UNDERSTANDING	PERMANENT			
	<b>PHYSICAL FACILITIES AND SCHOOL ENGINEERING SERVICES</b>				
120	ASSESSMENTS OF SCHOOLS	5 years		5 years	
121	EDUCATIONAL FACILITIES MANAGEMENT MANUALS	PERMANENT			
122	INVENTORIES OF SCHOOL BUILDINGS AND FIXTURES	1 year		1 year	After superseded
123	SUMMARIES OF ESTIMATED COST OF REHABILITATION	5 years		5 years	
	<b>Basic Education Information Services</b>				
124	GOVERNMENT INFO SYSTEM BASED SCHOOL PROFILING SYSTEM PROJECTS	PERMANENT			
125	REQUESTS FOR DEMOLITION AND REPLACEMENT OF SCHOOL BUILDINGS	PERMANENT			
126	SCHOOL BUILDINGS / FURNITURES' PLANS AND SPECIFICATIONS	PERMANENT			
127	SCHOOL BUILDING PROGRAMS Listings of RED and BLACK Schools Budget Allocations Requests for Construction School Based Repair and Maintenance Scheme Site Ownership Site Development Plans	5 years		5 years	
		PERMANENT PERMANENT			
128	SURVEYS OF WATER & ELECTRICITY FACILITY ASSESSMENT PROGRAMS	PERMANENT			

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
	<b>PLANNING SERVICES</b>				
129	<b>BASIC EDUCATION INFORMATION SYSTEM (EMIS) MODULES</b> Module I Clientele Identifications Clientele Database Module II Staff Personnel Database Module III Curriculum Database Module IV Legislations and Control Database Module V Physical Facilities (By Division/ District/Barangay) Module VI Financial Database Module VII Community Extension Database Module VIII Educational Planning, Research and Evaluation Database Quick Count Framework Module (BEIS-QC)				
		<b>P E R M A N E N T</b>			
130	<b>DEVELOPMENT PLANS</b> Action Strategic				
		<b>P E R M A N E N T</b>			
131	<b>PERFORMANCE INDICATORS</b> Achievement Rates Cohort / Survival Rates Completion Rates Dropout Rates Literacy Rates Participation Rates Promotion Rates Pupil-Classroom Ratios Pupil-Desk Ratios Pupil-Textbook Ratios Retention Rates	5 years	5 years	10 years	
132	<b>PERFORMANCE MEASURE FRAMEWORKS BY REGIONS AND BY QUARTERS</b>	3 years		3 years	
133	<b>PROFILES</b> Government Secondary School Profiles (GSSP) Private Schools				
		<b>P E R M A N E N T</b>			
134	<b>REQUESTS FOR ITEM POSITIONS</b>	2 years		2 years	After acted upon
135	<b>REPORTS</b> Accomplishments Annual Central				
		<b>P E R M A N E N T</b>			

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
cont. 135	<b>REPORTS</b> Accomplishments Annual Divisions Regions Quarterly/Monthly/Weekly Annual Audit B592 Supervisory Deployment Management Actions on Audit Findings Monitoring and Evaluation of Regional Projects Statistical Summaries Enrollment and Attendance Numbers of Teachers and Students Schools Statistical Bulletins  <b>SCHOOL MANAGEMENT</b>  <i>Alternative Learning System</i>				
			PERMANENT		
		1 year		1 year	After consolidated in Annual Report
			PERMANENT		
		1 year		1 year	After consolidated in Annual Report
		3 years		3 years	
			PERMANENT		
			PERMANENT		
136	ACCREDITATION AND EQUIVALENCY TEST RESULTS		PERMANENT		
137	ANSWER SHEETS				
	Used	6 months		6 months	Provided results have been tabulated and kept permanently
	Unused	6 months		6 months	
138	ADMINISTRATIVE-BASED DATA (MIS)		PERMANENT		
139	ANNUAL ACTION PLANS		PERMANENT		
	Lists of Target Clients				
	Target Areas				
140	CAPABILITY BUILDING PROFILES		PERMANENT		
141	PROJECT FILES		PERMANENT		
	Balik-Paaralan Para sa Out-of-School Adult (BP-OSA)				
	Community Learning Center (CLC)				
	Learning Support Delivery System (LSDS)				
	Literacy Service Contracting Scheme				
142	TEST BOOKLETS	6 months		6 months	Retain atleast 2 sets provided the original is kept permanently in the diskette/cd
	Elementary Level				
	Secondary Level				
	<i>Promotional Division</i> <i>(Elementary and Secondary Divisions)</i>				
143	ACHIEVEMENT TEST RESULTS		PERMANENT		
	Division Achievement Tests				
	National Achievement Tests				
	Elementary				
	Secondary				

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
cont. 143	ACHIEVEMENT TEST RESULTS Regional Achievement Tests School Achievement Tests	P E R M A N E N T			
144	BOOK FILES Comments on the Evaluation of Books Requests for Certifications	5 years		5 years	After files have been recorded After acted upon
145	CERTIFICATIONS Enrollment Good Moral Character Graduation Report of Rating of Students Special Orders	1 year		1 year	
146	CHANGE OF NAME OF SCHOOLS	P E R M A N E N T			
147	CLUSTERING / DECLUSTERING OF SCHOOL DOCUMENTS	3 years		3 years	After superseded
148	CONTESTS AND COMPETITIONS	2 years		2 years	
149	ESTABLISHMENTS / SEPARATIONS / INTEGRATION OF SCHOOLS	P E R M A N E N T			
150	GOVERNMENT RECOGNITIONS (PRIVATE SCHOOLS)	P E R M A N E N T			
151	INSTRUCTIONAL MATERIALS Books Modules Supplementary Readings Videos/CDs/Cassette Tapes/Films	P E R M A N E N T			Retain 2 copies permanently in hard & soft copy. Other copies dispose 2 years after revised.
152	NATIONAL CAREER ASSESSMENT EXAMINATION RESULTS	P E R M A N E N T			
153	PHILIPPINE VALIDATING EXAMINATIONS (NETRC)	P E R M A N E N T			
154	PERMITS Cross-Enroll Study (Foreign Students)	2 years		2 years	After graduation
155	PROMOTIONAL REPORTS (ELEMENTARY/SECONDARY)	P E R M A N E N T			
156	REQUESTS / APPROVALS Overload of Subjects for Graduating Students Summer Classes Transfer of Local/Foreign Students Translations of Diplomas	1 year		1 year	
157	SPECIAL PROGRAMS / PROJECTS Implemented Not-Implemented	P E R M A N E N T			
		1 year		1 year	

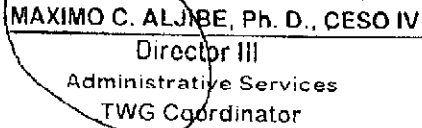
5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
158	SPECIAL ORDERS OF GRADUATION	P E R M A N E N T			
159	SCHOLARSHIP GRANTS	P E R M A N E N T			
160	SUMMARIES OF UNITS TAKEN BY STUDENTS OF PRIVATE SECONDARY SCHOOLS (Form 9)	2 years		2 years	
161	TUITION FEE INCREASE RECORDS Applications Approval	3 years		3 years	
<b>School Level Records</b>					
162	ACTION / DEVELOPMENT PLANS School Improvement Plans Supervisory Plans	P E R M A N E N T			
163	ADMISSION TESTS	3 years		3 years	After admitted
164	APPLICATIONS Accreditations Enrollment Entrance Examinations Graduation and Special Orders Permits/Recognitions	2 years		2 years	After granted
165	ATTENDANCE SHEETS / ATTENDANCE REPORTS (Form 2)	2 years		2 years	
166	BASIC SCHOOL MANAGEMENT COURSE TERM PAPERS	3 years		3 years	
167	BULLETINS OF INFORMATION	P E R M A N E N T			
168	CALENDARS OF ACTIVITIES	1 year		1 year	
169	CASES / FEASIBILITY STUDIES / RESEARCHES	P E R M A N E N T			
170	CLASS RECORDS Anecdotal Records of Pupils/Students Class Cards (Form 138-A) Class Observation and Supervisory Reports (Form 178) Class Schedules (Form 30) Class Values Charts Diplomas Lists of Honor Graduates Nutritional Status of Pupils Report Cards (Form 138) Student Permanent Records (Form 137-A) Summary of Units Taken (Form 9)	5 years		5 years	After graduated
		P E R M A N E N T			
		P E R M A N E N T			
		1 year		1 year	
		1 year		1 year	
		P E R M A N E N T			
		P E R M A N E N T			
		2 years		2 years	
		P E R M A N E N T			
		P E R M A N E N T			

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
171	CLASS AND TEACHERS PROGRAMS Class Programs (Form 29) Summaries of Information of Teachers (Form 31) Teachers' Program (Form 30)	PERMANENT			
172	CONSOLIDATED DATA OF TEACHING/ NON-TEACHING PERSONNEL (Form 31)	5 years		5 years	After updated/superseded
173	COURSES OF STUDY / SYLLABI	PERMANENT			
174	ENROLLMENT SLIPS	1 year		1 year	
175	GRADING SHEETS	2 years		2 years	
176	LESSON PLANS	1 year		1 year	
177	LISTS Accredited Courses/Subjects Candidates for Graduation ENROLLMENT LISTS Graduates/Honor Graduates School Personnel and Officials			PERMANENT PERMANENT 2 years PERMANENT 1 year	After superseded
178	LIBRARY FILES Accession Books (PF 146) Book Cards (PF 149) Borrower's Cards Catalogue Cards (PF 150)			PERMANENT PERMANENT 1 year PERMANENT	After date of last entry
179	PERMITS Government Permits Government Recognitions Permits to Operate Permits to Study Tuition Fee Increases			PERMANENT PERMANENT 5 years 2 years 5 years	After expired After graduated
180	PROFILES Schools Socio-Economic of Pupils Students Teachers			PERMANENT 5 years 5 years 5 years 10 years 15 years	After graduated After graduated After separated/retired
181	PROPOSED ORGANIZATION OF CLASSES DepEd-MTAP Quiz Bee Science Quiz	PERMANENT			If implemented, otherwise dispose after 3 years
182	RANKING / LISTS OF HONOR STUDENTS	3 years		3 years	After graduated
183	RANKING OF TEACHER APPLICANTS	1 year		1 year	After updated
184	RECORDS OF STUDENT'S DISCIPLINARY ACTIONS	2 years		2 years	After graduated

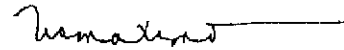
5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
185	<b>REPORTS</b> Annual Reports Enrollment and Attendance (Form 3) Administrators Principals Monthly Enrollment (Form 2) Narrative Reports of Department Heads Number of Schools/Students/ Promotions (Summarized) Performance Indicators (Yearly Report) Physical Inventory Reports Reports on Promotion 18-A Secondary Schools 18-E1 Primary Grades I-IV 18-E2 Intermediate Grades V-VI School Fund/Financial Reports Summaries of Monthly Attendance (Form 7) Supervisory	PERMANENT 2 years  2 years 2 years 2 years  PERMANENT 2 years  PERMANENT  5 years 2 years 2 years		2 years  2 years 2 years 2 years  2 years  5 years 2 years 2 years	
186	<b>REQUESTS</b> Additional Courses Carry Overload Inclusion in the Enrollment Lists Summer Classes Transfer	2 years		2 years	After acted upon
187	<b>SCHOOL CALENDARS</b>	1 year		1 year	
188	<b>SCHOOL REGISTERS ( Form 1)</b>		PERMANENT		
189	<b>STUDENTS' TEST PAPERS/CLASS EXAMINATIONS</b>	1 year		1 year	
190	<b>SUPERVISORY PLANS FOR TEACHERS</b>	1 year		1 year	
191	<b>TEACHERS' SCHEDULES (Form 29)</b>	1 year		1 year	
192	<b>TEST RESULTS</b>	2 years		2 years	After consolidation
193	<b>TESTING MATERIALS</b>		PERMANENT		Other copies, dispose after 1 year
194	<b>YEAR BOOKS / ANNUAL BOOKS</b>		PERMANENT		



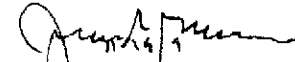
9. Prepared by:

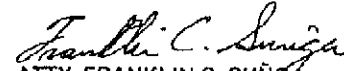
  
**MAXIMO C. ALJIBE, Ph. D., CESO IV**  
Director III  
Administrative Services  
TWG Coordinator

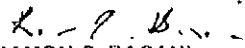
10. Assisted by:

  
**VENECIA C. MAXIMO**  
Senior Records Management Analyst

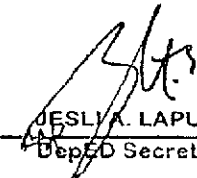
11. Recommending Approval:

  
**JESUS G. GALVAN**  
OIC-USEC for Finance and Administration  
Vice-Chairman, Technical Working Committee  
on the Development of DepED Records Manual

  
**ATTY. FRANKLIN C. SUNCA**  
Undersecretary for Legal Affairs  
Co-Chairman, Technical Working Committee  
on the Development of DepED Records Manual

  
**RAMON C. BACANI**  
Undersecretary for Regional Operations  
Chairman, Technical Working Committee  
on the Development of DepED Records Manual

12. Approved:

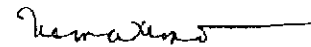
  
**JESLY A. LAPUS**  
DepED Secretary

**TO BE ACCOMPLISHED BY THE NATIONAL ARCHIVES OF THE PHILIPPINES**

This records Disposition Schedule

- is being returned for improvement/correction
- is being recommended for approval

RECEIVED  
4/14/10  
338  
NATIONAL ARCHIVES  
1000

  
**VENECIA C. MAXIMO**  
Chairman  
Records Management Evaluation Committee

4/16/10

Date

APPROVED:

  
**MARIETTAR CHOU**  
Executive Director

April 19, 2010  
Date

NATIONAL ARCHIVES OF THE PHILIPPINES  
**RECEIVED**  
No. 207 Date 3-17-10  
RECORDS MANAGEMENT SERVICE CENTER

RECEIVED  
3/18/10  
338  
NATIONAL ARCHIVES  
1000