



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region III  
**DIVISION OF CITY SCHOOLS**  
City of San Jose del Monte



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August 24, 2016

**DIVISION MEMORANDUM**

No. 146, s. 2016



To: **Asst. Schools Division Superintendent**  
**All Chief Education Supervisors (CID / SGOD)**  
**All Unit Heads**  
**Other concerned personnel**

Please find the attached DepEd Memorandum No. 133, s. 2016 dated August 23, 2016 re: National Inventory of Public Records.

You are advised to conduct a complete inventory of documents/records in your custody to be submitted to Division Records Unit on or before September 2, 2016 for consolidation of reports. Records Inventory and Appraisal form can be downloaded at [www.depedcsjdm.webs.com](http://www.depedcsjdm.webs.com).

For your information and compliance.

  
**GERMELINA H. PASCUAL, CESO V**  
Schools Division Superintendent



Republic of the Philippines  
**Department of Education**

23 AUG 2016

DepEd MEMORANDUM  
No. **133**, s. 2016

**NATIONAL INVENTORY OF PUBLIC RECORDS**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Regional Secretary, ARMM  
Schools Division Superintendents  
All Others Concerned

1. Pursuant to the implementation of the Republic Act No. 9470, otherwise known as *The National Archives Act of 2007* and relative to DepEd Memorandum No. 99, s. 2012 entitled *Orientation-Seminars on the Conduct of the National Inventory of Public Records*, it is directed that the central office (CO), regional offices (ROs), and the schools division offices (SDOs) of the Department of Education (DepEd) must submit immediately the following requirements to the National Archives of the Philippines (NAP) for better coordination and for strengthening the system of records keeping:

- a. List of records officers or custodians in the CO, ROs, and SDOs with their respective complete addresses and contact details using the form in Enclosure No. 1.
- b. One hundred percent compliance or submission of properly accomplished NAP National Inventory Form detailed in Enclosure No. 2.

2. The law mandated that an inventory of all records must be done in all agencies in order to:

- a. establish a public access registry and to identify government employees who will be accountable or responsible for records management;
- b. examine, identify and making a list records of all government agencies in order to have a systematic and easy tracking of records;
- c. help in classifying and preserving records which are of permanent and enduring value;
- d. depreciate the effects of disaster and for the preparation of a digitized records inventory; and
- e. plan a proposed retention period of records and to implement an approved Records Disposition Schedule (RDS).

3. Complete submission of all the requirements is essential, because this will be the basis of NAP to include DepEd to be able to avail of these two other priority projects:

- a. Digitalization of government records in preparation for the system-wide shift to electronic media as mandated and funded by the Department of Budget and Management; and
- b. Disaster Preparedness and e-Governance.

4. The guidelines in the submission of the requirements are the following:
  - a. Regional and division offices shall submit requirements directly to the National Archives of the Philippines (NAP) at VELCO Center, R.S. Oca corner Delgado Streets, Port Area, Manila copy furnished the Administrative Service-Records Division, Department of Education (DepEd) Central Office on or before **September 7, 2016**;
  - b. All offices within the CO, such as bureaus, services, divisions and offices of the secretary, undersecretaries, and assistant secretaries must also undertake inventory of all documents/records to be submitted to the Administrative Service-Records Division on or before **September 2, 2016**. The Records Division shall consolidate all submitted requirements and submit to NAP on or before **September 9, 2016**.
5. For Item **4.b** requirement, complete inventory of all documents or records under the custody of all offices in the CO, ROs, and SDOs must be submitted. All concerned may use the approved DepEd RDS, page 95, Chapter V of the DepEd Records Management Operations Manual as a guide in accomplishing the records series and retention period of the NAP National Inventory Form (copy enclosed).
6. In case there are records or documents which are not included in the approved DepEd RDS, all concerned may include it in the list of inventory form, and proper records series and retention period will be updated in the DepEd RDS.
7. For more information, all concerned may contact the **Administrative Service-Records Division**, Department of Education (DepEd) Central Office, Meralco Avenue, Pasig City at telephone nos. (02) 687-1449 or (02) 633-7218.
8. Immediate dissemination of this Memorandum is desired.

  
**LEONOR MAGTOLIS BRIONES**  
Secretary

Encls.:

As stated

Reference:

DepEd Memorandum No. 99, s. 2012

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

BUREAUS AND OFFICES  
DATA  
EMPLOYEES  
INVENTORY

OFFICIALS  
RECORDS  
STRAND: Finance and Administration

NATIONAL ARCHIVES OF THE PHILIPPINES <i>Pambansang Sinuapan ng Pilipinas</i>		AGENCY		ORGANIZATIONAL UNIT				TELEPHONE NO.:
RECORDS INVENTORY AND APPRAISAL		PERSON-IN-CHARGE OF FILES						DATE PREPARED
RECORDS SERIES TITLE & DESCRIPTION	PERIOD COVERED	VOLUME IN CUBIC METER	LOCATION OF RECORDS	FREQUENCY OF USE	DUPLICATION	TIME VALUE T/P	UTILITY VALUE Adm / F / L / Arc	DISPOSITION PROVISION

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

PREPARED BY: \_\_\_\_\_  
 Name and Position

ASSISTED BY: \_\_\_\_\_  
 NAP Records Management Analyst

APPROVED BY: \_\_\_\_\_  
 Chief of the Division/Department

<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: <b>DEPARTMENT OF EDUCATION</b>			
		2. ADDRESS: Ultra, Pasig City			
3. SCHEDULE NO.: 2		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."

# How to compute volume of records



## One filing drawer

- = 0.056 cu.m.

## One 4-drawer filing cabinet

- = 0.224 cu.m.

## Open shelves

- = length x width x height

$$.90 \times 1.20 \times .60 = .648 \text{ cu.m.}$$