



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



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October 17, 2016

**DIVISION MEMORANDUM**

No. 195, s. 2016

**2016 ANNUAL INVENTORY OF RECORDS**

TO: **Asst. Schools Division Superintendent**  
**Division Education Chiefs**  
**Education Program Supervisors**  
**District Supervisors**  
**All Unit Heads**  
**All Others Concerned**



1. Pursuant to the implementation of the Republic Act No. 9470, otherwise known as The National Archives Act of 2007, all agencies are mandated to conduct an inventory of all records. The Division Office – City of San Jose del Monte will hold its 2016 Annual Inventory of Records on November 16 – 17, 2016 to be headed by the CID Chief, Administrative Officer V and Records Officer II.

November 16	November 17
SDS Office	ASDS Office
Accounting Office	Admin Officer Office
Budget Office	Property & Supply Office
Cashier Office	Records Office
CID Office	SGOD Office
District Office	Personnel Office

2. Attached is Records Inventory Checklist Form which shall be used as audit tool.
3. Immediate and wide dissemination of this memorandum is desired.

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

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*“Collaborating with our Leaders, Caring for our Learners”*





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**RECORDS INVENTORY AUDIT CHECKLIST**

Audit Date \_\_\_\_\_

Audit Time \_\_\_\_\_

Office Name \_\_\_\_\_

1 Has Inventory List of Records?

\_\_\_\_\_ Yes \_\_\_\_\_ No

2 Files arrangement

\_\_\_\_\_ Alphabetical \_\_\_\_\_ Numerical

\_\_\_\_\_ Functional Subject Alphabetic classification

3 Has Lay-out of Shelving arrangement?

\_\_\_\_\_ Yes \_\_\_\_\_ No

4 Files, drawers, boxes and other storage are labelled.

\_\_\_\_\_ Yes \_\_\_\_\_ No

5 Are there backlogs of unmanaged paper records/documents?

\_\_\_\_\_ Yes \_\_\_\_\_ No

6 Files location

\_\_\_\_\_ Office \_\_\_\_\_ Storage area

7 Volume

\_\_\_\_\_ Records \_\_\_\_\_ Non-records materials

\_\_\_\_\_ Personal papers

Audit Undertaken By:

**Rolando T. Sotelo, DEM**  
 CID Chief

**Ma. Jima T. Cadiz**  
 Administrative Officer V

**Ma. Socorro M. de Guzman**  
 Records Officer II

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