



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF BULACAN

February 11, 2025

Division Memorandum

No. 090, series 2025

INVENTORY OF PUBLIC RECORDS IN ELEMENTARY, JUNIOR AND SENIOR HIGH SCHOOL

To: District Supervisors
School Heads (Elementary & Secondary)
School Records Custodians
All concerned

1. In compliance with *Regional Memorandum No. 014, series 2025¹ on the Inventory of Public Records* hereto attached as Annex A, all elementary and secondary schools are required to submit an inventory report on public records in their custody using NAP National Inventory Form 1 (*Encl No. 2 of Annex A*), on February 20, 2025. This is to give SDO-ADMIN-Records Unit ample time to consolidate all inventories for its submission to DepEd-RO III on February 24, 2025.
2. In light of the above, the school heads are advised to recommend the designation of the School Records Custodian (non-teaching personnel), for approval of the undersigned. Said recommendation must be submitted on or before February 18, 2025. This is to establish accountability of the designated personnel in handling public documents in schools.
3. As a guide in the preparation of the said inventory, designated records custodians are advised to refer to DepEd Records Inventory Schedule (RDS) (*Encl No.3 of Annex A*) in the accomplishment of NAP National Inventory Form 1.
4. All designated records custodians are requested to accomplish the form provided in this link <https://tinyurl.com/44hnh263>
5. Should there be any clarification/s, please contact the Records Unit at telephone nos. (044) 306-4759.
6. For compliance.


NORMA P. ESTEBAN, EdD, CESO V
Schools Division Superintendent

OSDS-ADMIN-Records Unit

¹ Annex A- Regional Memorandum No. 014, series 2025

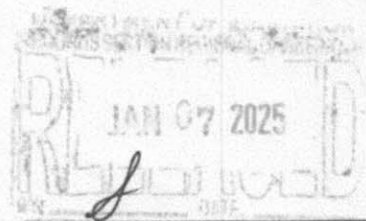


Annex 4A

004



Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON



REGIONAL MEMORANDUM
No. 014 , s. 2025

INVENTORY OF PUBLIC RECORDS

To : Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to the implementation of the Republic Act No. 9470, otherwise known as *The National Archives of the Philippines Act of 2007* and relative to DepEd *MEMORANDUM NO. OUA-092023-5 re: Inventory of Records and Updating of DepEd Records Disposition Schedule (RDS)*, it is directed that Schools Division Offices, Public Elementary, Junior and Senior High Schools shall submit the following requirements:

- a. List of Records Officers/Custodians of the SDO, Public Elementary, Junior and Senior High Schools with their respective offices/school 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 1 detailed in Enclosure No. 2.

2. The law mandates that an inventory of all records must be done in all government offices to:

- a. Establish a public access registry and to identify DepEd employees who will be accountable or responsible for records management.
- b. Examine, identify, and make a list of records of all SDOs and public schools to have an effective records' tracking system.
- c. Help in classifying and preserving records which are of permanent and enduring value.
- d. Depreciate the effects of disaster and prepare a digitized records inventory.
- e. Plan a proposed retention period of records and implement an enhanced Records Disposition Schedule (RDS).

3. The guidelines in the submission of the requirements are the following:

- a. The Division Records Officer shall undertake inventory of all documents/records holding of the Records Unit, including those of all offices in the SDO.



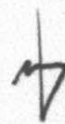
Address: Matalino St. D.M. Government Center, Maimpis,
City of San Fernando (P)
Telephone Number: (045) 598-8580 to 89
Email Address: region3@deped.gov.ph
Website: <https://region3.deped.gov.ph/>






Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON

- b. The School Records Custodian shall likewise undertake inventory of records and submit to their respective SDOs using Enclosure No. 2 (NAP Form 1) duly signed by the School Records Custodian and approved by the School Head.
 - c. The Division Records Officer shall provide technical assistance to schools in the appraisal of the record's retention period.
 - d. The Division Records Officer shall consolidate the submitted fully accomplished NAP Form 1, to be endorsed by the Office of the Schools Division Superintendent to the Office of the Regional Director.
 - e. The required List of Division Records Officers and School Records Custodians and the fully accomplished NAP National Inventory Form 1 shall be submitted in both soft and hard copies to the Regional Office on or before February 24, 2025.
4. For item 4.c, the existing DepEd Records Disposition Schedule (RDS) (Enclosure No. 3) shall be used as a guide in accomplishing the records series and retention period in NAP Form 1.
5. 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 the inventory form, with proper records series and the proposed retention period will be updated in the enhanced DepEd RDS.
6. For more information, all concerned may email the Records Section, Administrative Service Division, DepEd Regional Office III at records.ro3@deped.gov.ph.
4. Immediate dissemination for compliance is desired.


RONNIE S. MALLARI, PhD, CESO V
Regional Director

Encl.: As stated,
References: R.A. No. 9470
To be indicated in the Perpetual Index
under the following subjects:

ARCHIVES PUBLIC RECORDS
INVENTORY OFFICES SCHOOLS

Rec1
January 6, 2025




Address: Matalino St. D.M. Government Center, Maimpis,
City of San Fernando (P)
Telephone Number: (045) 598-8580 to 89
Email Address: region3@deped.gov.ph
Website: <https://region3.deped.gov.ph/>



(Enclosure No. 1)

ANNEX "A"

LIST OF DEPED RECORDS OFFICERS/CUSTODIANS

[illegible]

Prepared by:

Approved by:

(Enclosure No. 2)

[illegible]

LEGEND:

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

PREPARED BY: _____
Name and Position

ASSISTED BY: _____
NAP Records Management Analyst

APPROVED BY: _____
Chief of the Division/Department

NATIONAL ARCHIVES OF THE PHILIPPINES <i>Pambansang Sinupan ng Pilipinas</i> RECORDS DISPOSITION SCHEDULE		1. AGENCY NAME:			DEPARTMENT OF EDUCATION
		2. ADDRESS:			
3. SCHEDULE NO.:		4. DATE PREPARED:			
2					
5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
	<u>ADMINISTRATION & MANAGEMENT</u>				
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 Tax 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 routine 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)	PERMANENT			If implemented, otherwise, dispose after 5 years from date of record
22	PUBLICATIONS (Created by DepEd) Advertisements Advisories Books Journals Newsletters Press Releases	PERMANENT			Records Set
23	SEMINAR / WORKSHOP / CONVENTION INVITATIONS	1 year		1 year	
24	SOLICITATIONS	1 year		1 year	
25	SPECIMEN SIGNATURES	PERMANENT			
26	TRAVEL / VISIT FILES Foreign Local	1 year		1 year	
	General Services				
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	
	Procurement Service and Supply/Property Records				
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	

6. 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	2 years		2 years	After equipment had been disposed
	Supplies	5 years		5 years	
39	PROCUREMENT FILES	5 years	5 years	10 years	Provided project is completed and settled
	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				
40	PROPERTY INVENTORIES	1 year		1 year	After updated
	Buildings				
	Equipment				
41	PURCHASE ORDERS	4 years		4 years	
42	PURCHASE REQUESTS	1 year		1 year	
43	REPORTS				
	Loss		PERMANENT		
	Waste Materials	2 years		2 years	
	Inspection and Acceptance	1 year		1 year	After property has been returned
44	REQUISITION AND ISSUE SLIPS (RIS)	1 year		1 year	
45	TRANSFERS WITHOUT COST		PERMANENT		
	FINANCE MANAGEMENT				
46	CERTIFICATIONS	1 year		1 year	
	Last Payments				
	Lost Checks				

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	PERMANENT			
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	
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	6 years	
		3 years	3 years	6 years	
		3 years	3 years	6 years	
		3 years	3 years	6 years	
		4 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	
	Accounting Records				
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	PERMANENT			
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	PERMANENT			
58	CONSOLIDATED ANNUAL AUDIT REPORTS	PERMANENT			
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	PERMANENT			
		2 years		2 years	After consolidated in the Annual Financial Report
		5 years	5 years	10 years	After Annual Financial Report has been published
		PERMANENT			
		5 years	5 years	10 years	After Annual Financial Report has been published
		5 years		5 years	After Annual Financial Report has been published
	Budget Records				
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	
	Cash Records				
73	FIDELITY BONDS / BONDS	1 year		1 year	After renewed
74	OFFICIAL CASH BOOKS Collections Disbursements	PERMANENT			
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	
	HEALTH AND NUTRITION SERVICES				
78	HEALTH AND NUTRITION REPORTS Annual Monthly / Quarterly	PERMANENT			
		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	PERMANENT			

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	PERMANENT PERMANENT 2 years		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 (NOSI) 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	PERMANENT			
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	
	LEGAL SERVICES				
113	ADMINISTRATIVE DECISIONS (With Respect to Cases/Opinions/Decisions/ Resolutions/Orders)	PERMANENT			
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

6. 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 PHYSICAL FACILITIES AND SCHOOL ENGINEERING SERVICES	PERMANENT			
120	ASSESSMENTS OF SCHOOLS	5 years		5 years	After superseded
121	EDUCATIONAL FACILITIES MANAGEMENT MANUALS	PERMANENT			
122	INVENTORIES OF SCHOOL BUILDINGS AND FIXTURES	1 year		1 year	
123	SUMMARIES OF ESTIMATED COST OF REHABILITATION <i>Basic Education Information Services</i>	5 years		5 years	
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 PERMANENT PERMANENT		5 years	
128	SURVEYS OF WATER & ELECTRICITY FACILITY ASSESSMENT PROGRAMS	PERMANENT			

6. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
	PLANNING SERVICES				
129	BASIC EDUCATION INFORMATION SYSTEM (EMIS) MODULES 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)	PERMANENT			
130	DEVELOPMENT PLANS Action Strategic	PERMANENT			
131	PERFORMANCE INDICATORS 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	PERFORMANCE MEASURE FRAMEWORKS BY REGIONS AND BY QUARTERS	3 years		3 years	
133	PROFILES Government Secondary School Profiles (GSSP) Private Schools	PERMANENT			
134	REQUESTS FOR ITEM POSITIONS	2 years		2 years	After acted upon
135	REPORTS Accomplishments Annual Central	PERMANENT			

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
cont. 135	REPORTS 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 SCHOOL MANAGEMENT <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	PERMANENT			
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	PERMANENT			
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	PERMANENT			
150	GOVERNMENT RECOGNITIONS (PRIVATE SCHOOLS)	PERMANENT			Retain 2 copies permanently in hard & soft copy. Other copies dispose 2 years after revised.
151	INSTRUCTIONAL MATERIALS Books Modules Supplementary Readings Videos/CDs/Cassette Tapes/Films	PERMANENT			
152	NATIONAL CAREER ASSESSMENT EXAMINATION RESULTS	PERMANENT			
153	PHILIPPINE VALIDATING EXAMINATIONS (NETRC)	PERMANENT			After graduation
154	PERMITS Cross-Enroll Study (Foreign Students)	2 years		2 years	
155	PROMOTIONAL REPORTS (ELEMENTARY/SECONDARY)	PERMANENT			
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	PERMANENT			
		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	PERMANENT			
159	SCHOLARSHIP GRANTS	PERMANENT			
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	
	School Level Records				
162	ACTION / DEVELOPMENT PLANS School Improvement Plans Supervisory Plans	PERMANENT			
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	PERMANENT			
168	CALENDARS OF ACTIVITIES	1 year		1 year	
169	CASES / FEASIBILITY STUDIES / RESEARCHES	PERMANENT			
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 PERMANENT PERMANENT 1 year 1 year PERMANENT PERMANENT 2 years PERMANENT PERMANENT PERMANENT		5 years 1 year 1 year 2 years 	After graduated

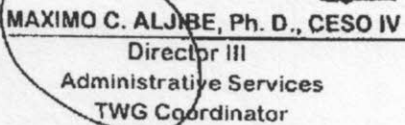


5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
171	CLASS AND TEACHERS PROGRAMS Class Programs (Form 29) Summaries of Information of Teachers (Form 31) Teachers' Program (Form 30)	PERMANENT			
172	CONSOLIDATED DATA OF TEACHING/ NON-TEACHING 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		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		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		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		PERMANENT 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

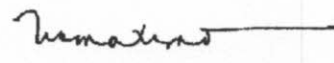


5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
185	REPORTS				
	Annual Reports				
	Enrollment and Attendance (Form 3)	2 years		2 years	
	Administrators				
	Principals				
	Monthly Enrollment (Form 2)	2 years		2 years	
	Narrative Reports of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

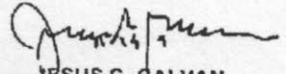
9. Prepared by:

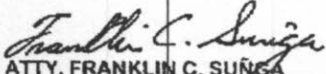

MAXIMO C. ALJIBE, Ph. D., CESO IV
Director III
Administrative Services
TWG Coordinator

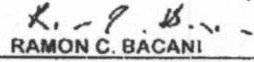
10. Assisted by:


VENECIA C. MAXIMO
Senior Records Management Analyst

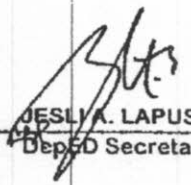
11. Recommending Approval:


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


ATTY. FRANKLIN C. SUNIGA
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

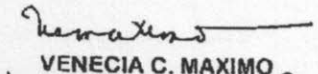
12. Approved:


JESLI A. LAPUS
DepED Secretary

TO BE ACCOMPLISHED BY THE NATIONAL ARCHIVES OF THE PHILIPPINES

This records Disposition Schedule

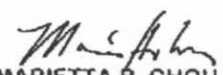
- ☐ is being returned for improvement correction
☒ is being recommended for approval


VENECIA C. MAXIMO
Chairman
Records Management Evaluation Committee

4/16/10

Date

APPROVED:


MARIETTA R. CHOU
Executive Director

April 13, 2010
Date

