



Republic of the Philippines
Department of Education
REGION XIII - CARAGA
SCHOOLS DIVISION OFFICE OF SURIGAO CITY



March 23, 2021

DIVISION MEMORANDUM

No. 091, s. 2021

To: Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
Chief, School Governance and Operations Division
Public Schools District Supervisors/District In-Charge
Section Heads
School Heads of Public Elementary and Secondary Schools
Records Custodians of Elementary and Secondary Schools
All Others Concerned
This Division

**SUBMISSION OF ANNUAL INVENTORY OF PUBLIC RECORDS AND
DISPOSAL OF VALUELESS RECORDS**

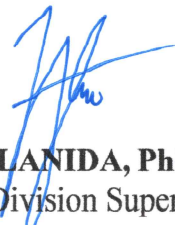
1. In accordance to Republic Act. No. 9470, otherwise known as "The National Archives of the Philippines Act of 2007" and relative to DepEd Memorandum No. 133, 2016 entitled National Inventory of Public Records and Regional Memorandum No. 135, s. 2021 entitled Submission of 2021 Inventory of Records and Request of Disposal of Valueless Records, this office hereby advises all concerned to conduct complete inventory of documents/records to be submitted to the Schools Division Office-Records Unit on or before **April 9, 2021** for consolidation of reports and submission to the Regional Office.
2. General Circular No.2, Section 3.4 Rule 3 of the Guidelines on the Disposition of Valueless Records in Government Agencies provided by the National Archives of the Philippines (NAP) conveys that the agency shall "conduct periodic examination of agency files at least once a year to identify valueless records that can be requested for disposal"
3. Implementing Rules and Regulations of Republic Act No. 9470, Rule 22, Article No. 36 highlights the governing rule in the disposal of public records "No officer, member or employee of any agency of the government, whether national or local, or any political subdivision thereof shall destroy, sell or otherwise dispose of any public records or printed public document in such person's care or custody or under such

person's control without first having secured authority from the National Archives of the Philippines of their nature and obtained its authorization.”

4. The following are the guided definition of each terms to properly accomplished the Records Inventory and Appraisal (NAP Form 1) detailed as:
- Name of Office - The office where the inventory is being undertaken.
 - Department/Division - The department/division of the office.
 - Section/Unit - The administrative or operating section/unit of the office.
 - Telephone Number - The contact number of the person/employee in charge of files.
 - Email Address - must be the official electronic mail of the office.
 - Address - Indicate the specific address of the office such as floor number, building, street, city/municipality and province.
 - Person In Charge Of Files - The person/employee having control or custody of the records/files/documents.
 - Date Prepared - The date when the inventory of records had been accomplished.
 - Records Series Title And Description - The entry of record series title shall be properly filled out. If the records are not listed in the General Records Disposition Schedule (GRDS) or in the Agency Records Disposition Schedule (RDS), 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.
 - 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.
 - 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 cu.m. – 50 bundles)
 - 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)
 - 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 201 Files: Confidential)
 - 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/ vertical cabinet #1/lateral cabinet #1/shelf “B”)
 - Frequency of Use - how much the records are used. D - Daily W - Weekly M - Monthly S - Semi-Monthly A - Annually
 - Duplication- indicate copy format. Ex: Original, Carbon, Reproduction
 - 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)

- Utility Value - refers to the nature of the usefulness of the record to the organization's operations.
 - Administrative* - refers to the usefulness of records to the originating or succeeding agency or office in the conduct of current business. Examples: Directives and Issuances, Office Methods and Procedures, Correspondence, Reports
 - Fiscal* - refers to the relative worth or usefulness of records pertaining to financial transactions and obligations of an office or organization. Examples: Payrolls, Vouchers, Official Receipts, Budget Estimates
 - Legal* - refers to the value of records maintaining evidence of legally enforceable rights or obligations of offices and/ or persons. Examples: Land Titles, Contracts, Claims
 - Archival* - the value of records that reflects a significant historical event or historical documents that could be used as basis of research.
 - Historical* - pertains to the utility of records as evidence in the narration or interpretation of significant events, persons, entities and places in the organization's past long after their administrative, fiscal, or legal value has expired. Examples: Organizational Charts, Functions, Policies, Standard Operating Procedures
 - Research* - deals with the usefulness of records as primary materials in studies of methods, procedures, operations and the like, in education, engineering, medicine, public administration and other fields. Examples: Statistical Summaries, Directives/ Issuances, Journals, Manuals
- Active Files – such records include those that deal with completed business but are to be used as reference in continuing agency transactions, also *current* records.
- Storage Files – such records that deal with completed business but are not needed in the day-to-day office transactions are transferred to appropriate records storage area. They also include records awaiting expiration of retention period or period of usefulness before final disposal, also called *non-current* records.
- *Valueless Records* are records without value refer to all materials that have reached their prescribed retention period and usefulness to an agency or the government as a whole.
- 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 NAP 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)
- Remarks/Disposition Provision - State a brief description/explanation/history of the records series if not found in the Agency RDS/GRDS. Way of discarding valueless records (selling, burying, etc.)e.g after acted upon/after separated or retired/provided post audited/ finally settled and not involved in any case/ after date of last entry

5. The basis for the retention period of documents is shown in the Department of Education Records Disposition Schedule (DepEd RDS) of the National Archives of the Philippines (NAP) and the systematic procedure of records disposal. 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 the retention period will be updated in the DepEd RDS.
6. All concerned are hereby advised to strictly adhere with the attached schedule and observe proper procedure of disposition of records. You may ask the assistance of the Division's Records Section, for more information, guidance and compliance.
7. Wide and immediate dissemination of this Memorandum is highly desired.


KAREN L. GALANIDA, PhD, CESO V
Schools Division Superintendent

Encls : Deped RDS, NAP Form1 and NAP Form 3

Reference : IRR of RA No.9470 (NAP Act of 2007), NAP General Circular 1, 2 and 4, s.2009, DepEd Memo No.133, s. 2016, RM No.329, s. 2019

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

DISPOSAL *INVENTORY* *RECORDS* *SCHOOLS*

REC/morp



Address: M. Ortiz St., Brgy. Washington, Surigao City
Telephone No.: (086) 826-3075
Email: surigao.city@deped.gov.ph

RECORDS DISPOSAL PROCEDURES

1. INVENTORY OF RECORDS

1. The Records Custodian of the requesting office shall identify and separate all records that have reached their retention period based on DepEd Records Disposition Schedule (RDS).
2. The requesting office shall arrange and label properly all disposable documents for identification.



RECORDS DISPOSAL PROCEDURES

2. FILL-OUT NAP FORM NO. 3

1. The requesting office shall fill-out the form in four (4) copies to be signed/approved by the head of the requesting office.

2. The requesting office shall indorse NAP Form No. 3 to the Records Division.

NATIONAL ARCHIVES OF THE PHILIPPINES <small>1000 ...</small>		OFFICE NAME DIVISION NAME ADDRESS AND PHONE NO.	
REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS		APPROVAL SIGNATURE	
ITEM NO.	RECORDS NUMBER, TITLE AND OR DESCRIPTION	RECOMMENDATION	
APPROVED BY: _____ SPECIAL AGENT IN CHARGE		APPROVED BY: _____ HEAD OF OFFICE	
NOTES:			

NATIONAL ARCHIVES OF THE PHILIPPINES Pambansang Sinupan ng Pilipinas REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS		AGENCY NAME:	
		ADDRESS:	
DATE:		TELEPHONE NUMBER:	EMAIL ADDRESS:
ITEM NO.	RECORDS SERIES TITLE AND DESCRIPTION	PERIOD COVERED	RETENTION PERIOD AND PROVISION/S COMPLIED (If Any)
LOCATION OF RECORDS:		VOLUME IN CUBIC METERS:	
PREPARED BY: (Name and Signature)		POSITION:	
CERTIFIED AND APPROVED BY: <p style="text-align: center;">This is to certify tht the above-mentioned records are no longer needed and not involved nor connected in any administrative or judicial cases.</p> <div style="text-align: right; margin-top: 20px;"> _____ Name and Signature of Agency Head or Duly Authorized Representative </div>			

NATIONAL ARCHIVES OF THE PHILIPPINES
Pambansang Sinupan ng Pilipinas

April 21, 2010

HON. MONA D. VALISNO
Secretary
Department of Education
Ultra, Pasig City

Attn: Ms. Nanette R. Mamoransing
Chief, Records Division

Madam:

We are returning a copy of your Records Disposition Schedule which was approved by the Executive Director of NAP on April 19, 2010.

Please reproduce and disseminate to all action units for their guidance in the disposition of records. Kindly acknowledge receipt hereof.

Thank you for your interest in bringing about an effective, efficient and economical records management program.

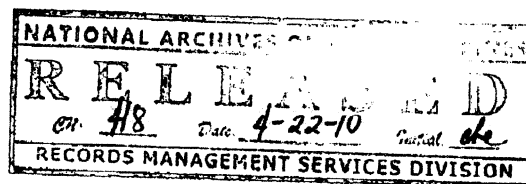
Very truly yours,

MARIETTA R. CHOU
Executive Director

By:



VENECIA C. MAXIMO
Chief, Records Mgt. Services Division



<p align="center">NATIONAL ARCHIVES OF THE PHILIPPINES <i>Pambansang Sinupan ng Pilipinas</i></p> <p align="center">RECORDS DISPOSITION SCHEDULE</p>		<p>1. AGENCY NAME: DEPARTMENT OF EDUCATION</p>			
		<p>2. ADDRESS: Ultra, Pasig City</p>			
<p>3. SCHEDULE NO.: 2</p>		<p>4. DATE PREPARED:</p>			
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 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	
	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	

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		
	FINANCE MANAGEMENT				
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	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 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	
	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	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
	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	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	
	HEALTH AND NUTRITION SERVICES				
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				
			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		PERMANENT		If implemented, otherwise, dispose after 5 years from date of record
	HUMAN RESOURCE MANAGEMENT SERVICES (PERSONNEL SERVICES)				
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	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	
LEGAL SERVICES					
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 PHYSICAL FACILITIES AND SCHOOL ENGINEERING SERVICES	PERMANENT			
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	
	Basic Education Information Services				
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			
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	
129	PLANNING SERVICES 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)	P E R M A N E N T			
130	DEVELOPMENT PLANS Action Strategic	P E R M A N E N T			
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	P E R M A N E N T			
134	REQUESTS FOR ITEM POSITIONS	2 years		2 years	After acted upon
135	REPORTS Accomplishments Annual Central	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	
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>				
		P E R M A N E N T			
		1 year		1 year	After consolidated in Annual Report
		P E R M A N E N T			
		1 year		1 year	After consolidated in Annual Report
		3 years		3 years	
		P E R M A N E N T			
		P E R M A N E N T			
136	ACCREDITATION AND EQUIVALENCY TEST RESULTS	P E R M A N E N T			
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)	P E R M A N E N T			
139	ANNUAL ACTION PLANS Lists of Target Clients Target Areas	P E R M A N E N T			
140	CAPABILITY BUILDING PROFILES	P E R M A N E N T			
141	PROJECT FILES Balik-Paaralan Para sa Out-of-School Adult (BP-OSA) Community Learning Center (CLC) Learning Support Delivery System (LSDS) Literacy Service Contracting Scheme	P E R M A N E N T			
142	TEST BOOKLETS Elementary Level Secondary Level <i>Promotional Division (Elementary and Secondary Divisions)</i>	6 months		6 months	Retain atleast 2 sets provided the original is kept permanently in the diskette/cd
143	ACHIEVEMENT TEST RESULTS Division Achievement Tests National Achievement Tests Elementary Secondary	P E R M A N E N T			

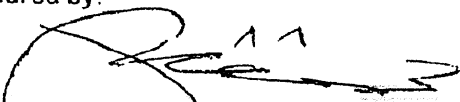
5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
cont. 143	ACHIEVEMENT TEST RESULTS Regional Achievement Tests School Achievement Tests	P E R M A N E N T			
144	BOOK FILES Comments on the Evaluation of Books Requests for Certifications	5 years		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	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		5 years	After graduated
		PERMANENT			
		PERMANENT			
		1 year		1 year	
		1 year		1 year	
		PERMANENT			
		PERMANENT			
		2 years		2 years	
		PERMANENT			
		PERMANENT			

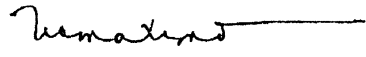
5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
171	CLASS AND TEACHERS PROGRAMS Class Programs (Form 29) Summaries of Information of Teachers (Form 31) Teachers' Program (Form 30)	PERMANENT			
172	CONSOLIDATED DATA OF TEACHING/ NON-TEACHING 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 2 years PERMANENT 1 year 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 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 5 years 2 years 2 years 5 years 5 years	After expired After graduated
180	PROFILES Schools Socio-Economic of Pupils Students Teachers			PERMANENT 5 years 5 years 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	REPORTS 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 5 years 2 years 2 years	
186	REQUESTS Additional Courses Carry Overload Inclusion in the Enrollment Lists Summer Classes Transfer	2 years		2 years	After acted upon
187	SCHOOL CALENDARS	1 year		1 year	
188	SCHOOL REGISTERS (Form 1)			PERMANENT	
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			PERMANENT	Other copies, dispose after 1 year
194	YEAR BOOKS / ANNUAL BOOKS			PERMANENT	

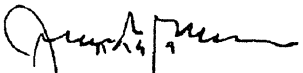
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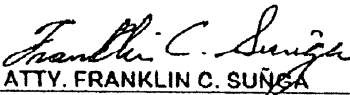

MAXIMO C. ALJIBE, Ph. D., CESO IV
Director III
Administrative Services
TWG Coordinator


10. Assisted by:


VENECIA C. MAXIMO
Senior Records Management Analyst

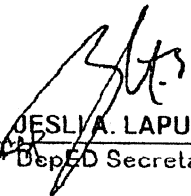
11. Recommending Approval:


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

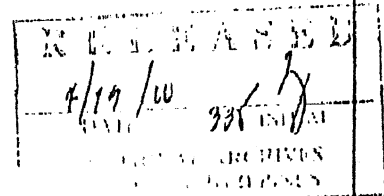
12. Approved:

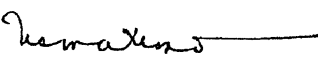

JESLI A. LAPUS
DepED Secretary

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 19, 2010
Date

NATIONAL ARCHIVES OF THE PHILIPPINES
RECEIVED
Rm 267 Call 3-1740
RECORDS MANAGEMENT SERVICES

