



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of negros oriental

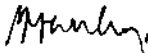
**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM
No. 57, s. 2022

**DISSEMINATION OF THE NATIONAL ARCHIVES OF THE PHILIPPINES (NAP)
GUIDELINES ON RECORDS RECOVERY AND DISPOSAL MEASURES**

To: Assistant Schools Division Superintendent
Chief, CID and SGOD
Public Schools District Supervisors/Districts In-Charge
Elementary and Secondary School Heads]
Registrars/Records In-Charge
All Others Concerned

1. For the information, guidance and reference of all concerned, attached is DepEd OUA Memo 00-0122-0096 dated January 6, 2022 entitled **“Dissemination of the National Archives of the Philippines (NAP) Guidelines on Records Recovery and Disposal Measures.”**
2. Please see enclosures for more details.
3. Immediate and wide dissemination of this memorandum is desired.


SENEN PRISCILLO P. PAULIN, CESO V
Schools Division Superintendent
Office of the Schools Division Superintendent
1/26/2022

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SPP/JMA-MKP/NLR/AdSR/tsd



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Republika ng Pilipinas

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OUA MEMO 00-0122-0096

MEMORANDUM

06 January 2022

**For: Regional Directors
Schools Division Superintendents
All Others Concerned**

**Subject: DISSEMINATION OF THE NATIONAL ARCHIVES OF THE
PHILIPPINES (NAP) GUIDELINES ON RECORDS RECOVERY
AND DISPOSAL MEASURES**

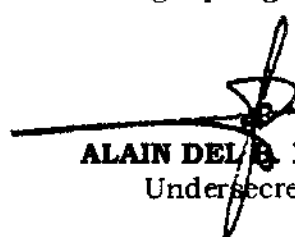
As part of the response to the effects of Typhoon "Odette," specifically the destruction of the Department's official records, the Office of the Undersecretary for Administration (OUA) disseminates NAP Memorandum Circular No. 1, s. 2014 titled *Guidelines on Records Recovery and Disposal Measures*.

Please note that the NAP is ready to conduct post-disaster missions and/or workshops in the affected areas. It will assist agencies in protecting and salvaging their records and archives in times of calamities, emergencies and disasters. For this purpose, all concerned may contact the NAP Office through (02) 8574 3231 or email at nationalarchives@nationalarchives.gov.ph.

In reference to DepEd Memorandum No. 133, s. 2016 titled *National Inventory of Public Records*, the OUA also enjoins all concerned to conduct an inventory of records which would greatly help in the recovery and reporting of damaged records.

For more information and queries on this subject, please contact Ms. Rose Marie D. Moscoso and Ms. Alma D. Apanay of the Administrative Service-Records Division (AS-RD) through 0906 464 3647 and 0935 877 8396, respectively. Both personnel may also be reached through email at as.rd@deped.gov.ph.

For information and compliance.


ALAIN DELA PASCUA
Undersecretary



Office of the Undersecretary for Administration (OUA)

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRMMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]

Department of Education, Central Office, Meralco Avenue, Pasig City
Rm 519, Mabini Bldg; Mobile: +639260320762; Tel: (+632) 86337203, (+632) 86376207
Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedtayo

National Archives of the Philippines

REPUBLIC OF THE PHILIPPINES
NATIONAL ARCHIVES OF THE
PHILIPPINES

PAMBANSANG SINUPAN NG PILIPINAS
NLP Building, T.M. Kalaw Street, Ermita,
Manila 1000

Tel. Nos. 525-1828/522-8418/400-4971/521-8830
Website: www.nationalarchives.gov.ph/E-mail:
phinatarch@yahoo.com

MEMORANDUM CIRCULAR No. 001 s. 2014

To : ALL HEADS OF DEPARTMENTS,
AGENCIES AND INSTRUMENTALITIES
OF THE NATIONAL GOVERNMENT,
INCLUDING GOVERNMENT-OWNED
AND CONTROLLED CORPORATIONS,
GOVERNMENT FINANCIAL IN-
STITUTIONS, CONSTITUTIONAL
OFFICES, LOCAL GOVERNMENT
UNITS, STATE/LOCAL COLLEGES
AND UNIVERSITIES, GOVERNMENT
HOSPITALS AND WATER DISTRICTS

SUBJECT : GUIDELINES ON RECORDS
RECOVERY AND DISPOSAL
MEASURES

I. Background

This Memorandum Circular aims to provide guidance to all government agencies on the proper procedures to be undertaken in the recovery stage after a disaster.

This Memorandum Circular is prepared pursuant to Article II, Sec. 9(i) of Republic Act No. 9470 which authorizes the National Archives of the Philippines (NAP) to establish and implement government-wide program on public records and archives counter disaster planning.

II. Guidelines

The following are the guidelines to facilitate systematic records recovery after disaster:

A. Only undertake work that will not endanger human lives. Proceed only when everything is safe and secured.

B. Check existing/remaining records against the agency's inventory of records;

C. Vital records must be prioritized for recovery;

D. Ensure safe handling in the retrieval of records, relocation destination, transportation arrangements and documentation procedures;

E. Salvage operations include packing and removing records from affected areas; digging up of records, securing against theft, water, insect infestation, and other processes;

F. Air-dry water damaged records away from sunlight. Do not dry water damaged records under the sun. UV rays from sunlight will cause fading of what is written/printed on paper documents. If electricity is available, use electric fans but don't point these directly at the records.

G. Carefully remove dirt and dust using soft brush or other suitable instrument. Do not attempt to separate papers which are stuck together.

H. Coordinate with NAP for technical assistance on appropriate restoration. Do not attempt to perform restoration activities on the records without first consulting NAP. This may unintentionally do more damage to the records.

I. Non-paper materials such as photographic, magnetic and other electronic media require specialized techniques of restoration. Please coordinate with NAP for possible rehabilitation measures.

J. Documentation including photography of all procedures must be made for reporting purposes.

- K. Records damaged by water or other elements can be disposed of only after securing Authority from NAP.
- L. Rule 13 of NAP General Circular No. 2 states that disposal of damaged permanent public records and damaged public records that have not yet passed their prescribed retention periods shall be considered for authorized disposal only upon submission to NAP of the following requirements:
1. Official Report which contains information of the non-usability and extent of damage of records as well as causes of the damage to the public records; photo documentation and information on what other agency records series can the data or information of the damaged public records be found;
 2. Request for Authority to Dispose of Records (NAP Form No. 3) in three (3) copies and properly filled-out with the specific records series, period covered and volume of the damaged public records, approved and signed by agency officials concerned;
 3. Certification that the said damaged public records that are subject of audit were post-audited and finally settled and/or the records involved in a case or investigation were finally decided upon or settled; and,
 4. If expediency demands and upon the order of the Executive Director, an official assessment by a NAP Representative who shall conduct an actual physical inspection and evaluation of the damaged records may be requested. A report of this assessment may be appended to a request for an Authority to Dispose.
- M. Article V, Rule 14 of NAP General Circular No. 2 stipulates that a person who, wilfully or negligently damages a public record or disposes of or destroys a public record in violation of the provisions of R.A. 9470 or contravenes or fails to comply with any provision of said Act and its IRR shall be deemed to have committed an offense.
- ### III. Directive
- All heads of the departments, agencies, and instrumentalities of the National Government, including GOCCs, GFIs, Constitutional Offices, LGUs, SUCs, Government Hospitals and Water Districts affected by earthquake and typhoon Yolanda are enjoined to implement the guidelines stated herein for records recovery and proper disposal of records.
- This Memorandum Circular shall take effect immediately.
- DONE, in the City of Manila, this 15th day of January in the year of our Lord, Two Thousand and Fourteen.
- (Sgd.) VICTORINO MAPA MANALO
Executive Director



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

(Enclosure No. 1 to DepEd Memorandum No. 133, s. 2016)

LIST OF DEPED RECORDS OFFICERS

ANNEX "A"

[illegible]

Prepared by:

Approved by:

Figure 1. Schematic representation of the experimental design. The subjects were divided into two groups: the control group and the experimental group. The control group received a standard training program, while the experimental group received a training program with a focus on the specific skills required for the task. The results of the training program were compared between the two groups.

[illegible]

[illegible]

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 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 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).

(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 cases where records could be counted by sacks, boxes, bundles or wherever the records are stored, then it should be indicated in the inventory list. (e.g. 2 cu.m. – 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 form (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, it is considered open access. Restricted records shall be classified as confidential, restricted, secret and top secret records. (e.g. for 201 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 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 guideline 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 inventory team 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: 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.

| <div>NATIONAL ARCHIVES OF THE PHILIPPINES <i>Pambansang Sinupan ng Pilipinas</i> RECORDS DISPOSITION SCHEDULE</div> | | 1. AGENCY NAME: DEPARTMENT OF EDUCATION | | | |
|--|---|--|---------|---------|--|
| | | 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 | |
| | <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 | P E R M A N E N T | | | |
| 10 | CLEARANCES Students/Teachers/Employees Tuition Fees | 1 year | | 1 year | |
| 11 | CREATION OF DIVISION AND DISTRICT OFFICE RECORDS | P E R M A N E N T | | | |
| 12 | COMMITTEE FILES Investigating Task Force | P E R M A N E N T | | | |
| 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 | P E R M A N E N T | | | |
| | 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) Officiala (Local/National) | 1 year | | 1 year | After updated |
| 18 | MANUALS | P E R M A N E N T | | | |
| 19 | MEETING FILES (ExeCom/ManCom) Committee Reports Minutes of Meetings Policies Resolutions Other Related Documents | P E R M A N E N T | | | |
| 20 | MESSAGES / SPEECHES | 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 | |
| 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 | 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 | |
| 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 | 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 NDN-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 | 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 Basic Education Information Services | 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 | | | |

| 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 | P E R M A N E N T | | | |
| | Module I | | | | |
| | Clientele Identifications | | | | |
| | Clientele Database | | | | |
| | Module II | | | | |
| | Staff | | | | |
| | Personnel Database | | | | |
| | Module III | | | | |
| | Curriculum Database | | | | |
| 130 | DEVELOPMENT PLANS | P E R M A N E N T | | | |
| | Action | | | | |
| | Strategic | | | | |
| 131 | PERFORMANCE INDICATORS | 5 years | 5 years | 10 years | |
| | Achievement Rates | | | | |
| | Cohort / Survival Rates | | | | |
| | Completion Rates | | | | |
| | Dropout Rates | | | | |
| | Literacy Rates | | | | |
| | Participation Rates | | | | |
| | Promotion Rates | | | | |
| | Pupil-Classroom Ratios | | | | |
| | Pupil-Desk Ratios | | | | |
| 132 | PERFORMANCE MEASURE FRAMEWORKS BY REGIONS AND BY QUARTERS | 3 years | | 3 years | |
| | Retention Rates | | | | |
| 133 | PROFILES | P E R M A N E N T | | | |
| | Government Secondary School | | | | |
| | Profiles (GSSP) | | | | |
| | Private Schools | | | | |
| 134 | REQUESTS FOR ITEM POSITIONS | 2 years | | 2 years | After acted upon |
| 135 | REPORTS | P E R M A N E N T | | | |
| | Accomplishments | | | | |
| | Annual | | | | |
| | Central | | | | |

| 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 | | | | |

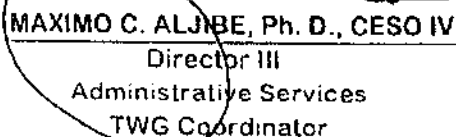
| 5. ITEM NO. | 6. RECORD SERIES TITLE AND DESCRIPTION | 7. RETENTION PERIOD | | | 8. REMARKS |
|-------------|---|---------------------|---------|---------|---|
| | | Active | Storage | Total | |
| cont. 143 | ACHIEVEMENT TEST RESULTS Regional Achievement Tests School Achievement Tests | P E R M A N E N T | | | After files have been recorded After acted upon |
| 144 | BOOK FILES Comments on the Evaluation of Books Requests for Certifications | 5 years | | 5 years | |
| 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 | | | After superseded |
| 147 | CLUSTERING / DECLUSTERING OF SCHOOL DOCUMENTS | 3 years | | 3 years | |
| 148 | CONTESTS AND COMPETITIONS | 2 years | | 2 years | |
| 149 | ESTABLISHMENTS / SEPARATIONS / INTEGRATION OF SCHOOLS | P E R M A N E N T | | | Retain 2 copies permanently in hard & soft copy. Other copies dispose 2 years after revised. |
| 150 | GOVERNMENT RECOGNITIONS (PRIVATE SCHOOLS) | P E R M A N E N T | | | |
| 151 | INSTRUCTIONAL MATERIALS Books Modules Supplementary Readings Videos/COs/Cassette Tapes/Films | P E R M A N E N T | | | |
| 152 | NATIONAL CAREER ASSESSMENT EXAMINATION RESULTS | P E R M A N E N T | | | After graduation |
| 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 | |
| 155 | PROMOTIONAL REPORTS (ELEMENTARY/SECONOARY) | 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 | |
| | School Level Records | | | | |
| 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 | |
| 164 | APPLICATIONS Accreditations Enrollment Entrance Examinations Graduation and Special Orders Permits/Recognitions | 2 years | | 2 years | |
| 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 | 5 years | | 5 years | |
| | Class Cards (Form 138-A) | P E R M A N E N T | | | |
| | Class Observation and Supervisory Reports (Form 178) | P E R M A N E N T | | | |
| | Class Schedules (Form 30) | 1 year | | 1 year | |
| | Class Values Charts | 1 year | | 1 year | |
| | Diplomas | P E R M A N E N T | | | |
| | Lists of Honor Graduates | P E R M A N E N T | | | |
| | Nutritional Status of Pupils | 2 years | | 2 years | |
| | Report Cards (Form 138) | P E R M A N E N T | | | |
| | Student Permanent Records (Form 137-A) | P E R M A N E N T | | | |
| | Summary of Units Taken (Form 9) | P E R M A N E N T | | | |

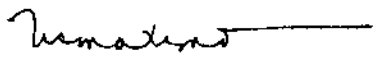
| 5. ITEM NO. | 6. RECORD SERIES TITLE AND DESCRIPTION | 7. RETENTION PERIOD | | | 8. REMARKS |
|-------------|--|--|----------|--------------------------------|---|
| | | Active | Storage | Total | |
| 171 | CLASS AND TEACHERS PROGRAMS Class Programs (Form 29) Summaries of Information of Teachers (Form 31) Teachers' Program (Form 30) | P E R M A N E N T | | | |
| 172 | CONSOLIDATED DATA OF TEACHING/ NON-TEACHING PERSONNEL (Form 31) | 5 years | | 5 years | After updated/superseded |
| 173 | COURSES OF STUDY / SYLLABI | P E R M A N E N T | | | |
| 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 | P E R M A N E N T P E R M A N E N T 2 years P E R M A N E N T 1 year | | 2 years 1 year | After superseded |
| 178 | LIBRARY FILES Accession Books (PF 146) Book Cards (PF 149) Borrower's Cards Catalogue Cards (PF 150) | P E R M A N E N T P E R M A N E N T 1 year P E R M A N E N T | | 1 year | After date of last entry |
| 179 | PERMITS Government Permits Government Recognitions Permits to Operate Permits to Study Tuition Fee Increases | P E R M A N E N T P E R M A N E N T 5 years 2 years 5 years | | 5 years 2 years 5 years | After expired After graduated |
| 180 | PRDFILES Schools Socio-Economic of Pupils Students Teachers | P E R M A N E N T 5 years 5 years 5 years | 10 years | 5 years 5 years 15 years | After graduated After graduated After separated/retired |
| 181 | PROPOSED ORGANIZATION OF CLASSES DapEd-MTAP Quiz Bee Science Quiz | P E R M A N E N T | | | 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 | P E R M A N E N T | | | |
| | 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) | P E R M A N E N T | | | |
| | Physical Inventory Reports | 2 years | | 2 years | |
| | Reports on Promotion | P E R M A N E N T | | | |
| | 18-A Secondary Schools | | | | |
| | 18-E1 Primary Grades I-IV | | | | |
| | 18-E2 Intermediate Grades V-VI | | | | |
| 186 | School Fund/Financial Reports | 5 years | | 5 years | |
| | Summaries of Monthly Attendance (Form 7) | 2 years | | 2 years | |
| | Supervisory | 2 years | | 2 years | |
| | REQUESTS | 2 years | | 2 years | After acted upon |
| | Additional Courses | | | | |
| 187 | Carry Overload | | | | |
| | Inclusion in the Enrollment Lists | | | | |
| | Summer Classes | | | | |
| | Transfer | | | | |
| | SCHOOL CALENDARS | 1 year | | 1 year | |
| 188 | SCHOOL REGISTERS (Form 1) | P E R M A N E N T | | | |
| 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 | P E R M A N E N T | | | Other copies, dispose after 1 year |
| 194 | YEAR BOOKS / ANNUAL BOOKS | P E R M A N E N T | | | |

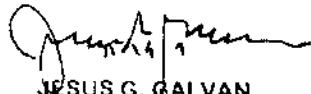
9. Prepared by:



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
Dir. 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

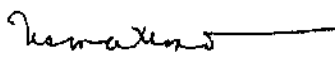
12. Approved:


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

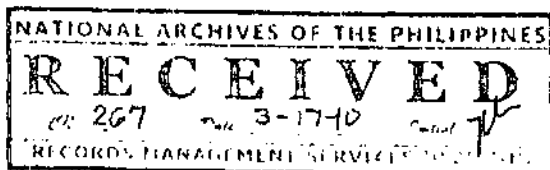

VENECIA C. MAXIMO
Chairman
Records Management Evaluation Committee

4/16/10

Date

APPROVED:


MARIETTA R. CHOU
Executive Director



April 19, 2010
Date

