



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

Office of the Schools Division Superintendent

INTER-OFFICE MEMORANDUM

ADsR--IM-2022- 65

TO : **HEADS OF FUNCTIONING UNITS/SECTIONS**

FROM : *pphanton*
SENEN PRISCILLO P. PAULIN, CESO V
Schools Division Superintendent
Office of the Schools Division Superintendent

SUBJECT : **DESIGNATION OF OFFICE PRIMARY RECORDS
CUSTODIAN (OPRC) AND ALTERNATE RECORDS CUSTODIAN (ARC)**

DATE : September 28, 2022

1. Per DepEd Memorandum signed by Atty. Kristian R. Ablan, CESO I, Undersecretary for Administration dated September 19, 2022, all concerned are requested to select an Office Primary Records Custodian (OPRC) and an Alternate Records Custodian to facilitate the successful and efficient implementation of records management using the attached form.
2. The Records Custodians shall be responsible for the management of records in their respective offices such as:
 - a) Handle incoming and outgoing communications;
 - b) Safekeep and preserve documents;
 - c) Submit inventory of official documents to the Records Division for Disposal based on the approved Records Disposition schedule and procedures;
 - d) Request for disposal of valueless records;
 - e) Represent their office in the actual disposal of their documents; and
 - f) Serve as a representative of their office in attending seminars, workshops, conferences and trainings pertaining to records management.
3. Considering that official documents, especially confidential and sensitive in nature, are vital to the Agency's decision-making and continuous operation, the selection criteria for OPRC and Alternate should be permanent/coterminous employees who shall perform the above tasks in addition to their regular functions.
4. For Immediate Compliance.

30 SEP 2022

SPP/MKP-JMA-NLR/ADsR/tsd



Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.: (035)225-2838 / 225-2376 / 422-7644
Email Address: negros.oriental@deped.gov.ph

DESIGNATION OF OFFICE RECORDS CUSTODIAN (ORC)

The Chief Administrative Officer
Records Division-Administrative Service

I hereby designate the following staff to perform the functions of Records Custodians of this Office:

Primary Records Custodian:

Name:	Position/Salary Grade:
Email Address:	Cellphone No.:

Alternate Records Custodian:

Name:	Position/Salary Grade:
Email Address:	Cellphone No.:

SUBMITTED BY:

(Name and Signature of Head of Functioning Units/Sections)



Republic of the Philippines
Department of Education

MEMORANDUM
September 19, 2022

FOR : **UNDERSECRETARIES**
ASSISTANT SECRETARIES
BUREAU/SERVICE DIRECTORS
DIVISION CHIEFS/CHIEFS OF OFFICES
ALL OTHERS CONCERNED

FROM : **ATTY. KRISTIAN R. ABLAN, CESO I**
Undersecretary for Administration

SUBJECT: DESIGNATION OF OFFICE PRIMARY RECORDS CUSTODIAN (OPRC) AND ALTERNATE RECORDS CUSTODIAN (ARC)

1. To ensure effective and efficient implementation of Records Management, all concerned are requested to designate an Office Primary Records Custodian (OPRC) and an Alternate Records Custodian (ARC) using the attached Form.
2. The Records Custodians shall be responsible for the management of records in their respective offices such as:
 - a) Handle incoming and outgoing communications;
 - b) Safekeep and preserve documents;
 - c) Submit inventory of official documents to the Records Division for Disposal based on the approved Records Disposition schedule and procedures;
 - d) Request for disposal of valueless records;
 - e) Represent their office in the actual disposal of their documents; and
 - f) Serve as a representative of their office in attending seminars, workshops, conferences, and training pertaining to records management.
3. Considering that official documents, especially confidential and sensitive in nature, are vital to the Agency's decision-making and continuous operation, the selection criteria for OPRC and Alternate should be permanent/coterminous employees who shall perform the above tasks in addition to their regular functions.
4. For clarification/more information, kindly coordinate with Mr. Benedicto T. Tambis (0975-9429297) or Ms. Princess T. Baquiran (0926-0071563) or email at as.rd@deped.gov.ph
5. For immediate compliance on or before September 28, 2022.



DESIGNATION OF OFFICE RECORDS CUSTODIAN (ORC)

The Chief Administrative Officer
Records Division-Administrative Service

I hereby designate the following staff to perform the functions of Records Custodians of this office:

Office/ Division	Bureau/ Service
Strand:	Telephone Nos.:
Office Location: (Room #, Floor, Building)	

Primary Records Custodian:

Name:	Position/Salary Grade:
Email Address:	Cellphone No.:

Alternate Records Custodian:

Name:	Position/Salary Grade:
Email Address:	Cellphone No.:

SUBMITTED BY:

(Name and Signature)
Head of Office
Date: _____