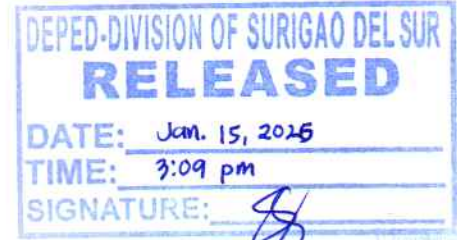




Republic of the Philippines
Department of Education
Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR



DIVISION MEMORANDUM
No. **040**, s. 2026

To: Public Schools District Supervisors
Public Elementary & Secondary School Heads
School Records Custodian/School Registrar
All Others Concerned

**SUBMISSION OF 2025 INVENTORY OF RECORDS AND REQUEST FOR DISPOSAL
OF VALUELESS RECORDS**

- 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.*
- Anent to this, all PSDS/DICS, School Heads and School Records Custodian are directed to facilitate the conduct of annual inventory of records every 1st quarter of the year. This activity will allow identification of Valueless records and proper filing of records.
- Submission of District consolidated 2025 inventory of records and request for disposal of valueless records will be on March 16, 2026, 5:00 pm through this google drive link <https://tinyurl.com/2026-INVENTORY-RECORDS> (duly approved inventory of records will be accepted).
- For more information and details, you may refer to the Division Records Officer, Joielyn D. Pasco at joielyn.pasco@deped.gov.ph.
- For your information and strict compliance.

LORENZO O. MACASOCOL, PhD, CESO V
Schools Division Superintendent

Encl.: None
Reference: None
To be indicated in the Perpetual Index
under the following subjects: RECORDS

OSDS/jdp
11/15/2026

By the authority of the Schools Division Superintendent

LALA P. DANAQUE EdD., CESO VI
Assistant Schools Division Superintendent