



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

Office of the Schools Division Superintendent

18 MARCH 2021

Division MEMORANDUM
No. 182, s. 2021

**SUBMISSION OF 2021 INVENTORY OF RECORDS AND REQUEST FOR
DISPOSAL OF VALUELESS RECORDS**

To: All School Heads
Elementary and Secondary
This Division

1. Regional Memorandum No. 135, s. 2021 issued last March 5, 2021 and 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.”*
2. As agreed upon by the Records Officers in their series of webinars and meetings last year, there will be a regular conduct of inventory of records every year. This will allow identification of valueless records within this ample time. For your reference, please see DepEd Memo. No. 133, s. 2016.
3. Submission of the consolidated 2021 inventory of records and request for disposal of valueless records will be on April 30, 2021 via email through julita.mangata@deped.gov.ph. So we are requesting all school records keeper to facilitate this activity and submit as soon as possible to the Division Records Officer the needed data.
4. Compliance to this memorandum is highly desired.


JOSITA B. CARMEN, CESO V
Schools Division Superintendent

Encl.: As stated

Reference:

DepEd Memo No. 133, s. 2016

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

NATIONAL ARCHIVES INVENTORY

JDM//2021 INVENTORY OF RECORDS
182/MARCH 18, 2021



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ISO Cert. No. AW/PH909100102

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 Records Disposition 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). Include other records 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). Note gaps.
- (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 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)
- (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 forms. (e.g. for Notarial records: 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, 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)
- (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 not be disposed of as these should 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 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)
- (17) **REMARKS**
State a brief description/explanation/history of the records series if not found in the Agency RDS/GRDS.

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	
	<u>School Level Records</u>				
162	ACTION / DEVELOPMENT PLANS School Improvement Plans Supervisory Plans		PERMANENT		
163	ADMISSION TESTS	3 years		3 years	After admitted
164	APPLICATIONS Accreditations Enrollment Entrance Examinations Graduation and Special Orders Permits/Recognitions	2 years		2 years	After granted
165	ATTENDANCE SHEETS / ATTENDANCE REPORTS (Form 2)	2 years		2 years	
166	BASIC SCHOOL MANAGEMENT COURSE TERM PAPERS	3 years		3 years	
167	BULLETINS OF INFORMATION		PERMANENT		
168	CALENDARS OF ACTIVITIES	1 year		1 year	
169	CASES / FEASIBILITY STUDIES / RESEARCHES		PERMANENT		
170	CLASS RECORDS Anecdotal Records of Pupils/Students Class Cards (Form 138-A) Class Observation and Supervisory Reports (Form 178) Class Schedules (Form 30) Class Values Charts Diplomas Lists of Honor Graduates Nutritional Status of Pupils Report Cards (Form 138) Student Permanent Records (Form 137-A) Summary of Units Taken (Form 9)	5 years PERMANENT PERMANENT 1 year 1 year PERMANENT PERMANENT 2 years PERMANENT PERMANENT PERMANENT		5 years PERMANENT PERMANENT 1 year 1 year PERMANENT PERMANENT 2 years PERMANENT PERMANENT PERMANENT	After graduated

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
171	CLASS AND TEACHERS PROGRAMS Class Programs (Form 29) Summaries of Information of Teachers (Form 31) Teachers' Program (Form 30)	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 2 years P E R M A N E N T 1 year 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 1 year P E R M A N E N T	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 5 years 2 years 2 years 5 years 5 years	After expired After graduated
180	PROFILES Schools Socio-Economic of Pupils Students Teachers			P E R M A N E N T 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	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			PERMANENT	
	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/ Promotions (Summarized)	2 years		2 years	
	Performance Indicators (Yearly Report)			PERMANENT	
	Physical Inventory Reports	2 years		2 years	
	Reports on Promotion			PERMANENT	
	18-A Secondary Schools				
	18-E1 Primary Grades I-IV				
	18-E2 Intermediate Grades V-VI				
	School Fund/Financial Reports	5 years		5 years	
	Summaries of Monthly Attendance (Form 7)	2 years		2 years	
	Supervisory	2 years		2 years	
186	REQUESTS	2 years		2 years	After acted upon
	Additional Courses				
	Carry Overload				
	Inclusion in the Enrollment Lists				
	Summer Classes				
	Transfer				
187	SCHOOL CALENDARS	1 year		1 year	
188	SCHOOL REGISTERS (Form 1)			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	