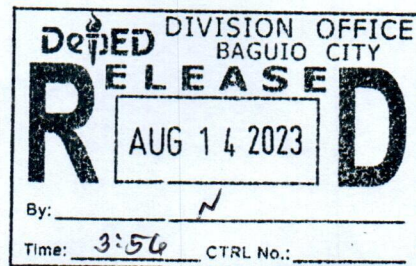




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OFFICE OF BAGUIO CITY



Aug 11, 2023

DIVISION MEMORANDUM
No. **331-2023**

SCHOOLS DIVISION ANNUAL INVENTORY OF PUBLIC RECORDS

To: ALL Chief Education Supervisors
Public School District Supervisors
Education Program Supervisors
Section/Unit Heads
Public School Heads
School Records Custodian
Others Concerned

1. Pursuant to DepEd Memorandum No. 133, s. 2016 titled National Inventory of Public Records and Article III Section 15 of Republic Act (RA) 9470 otherwise known as the National Archives of the Philippines Act of 2007, all government offices shall regularly conduct an inventory of their public records in any records medium (paper, electronic, or in any forms).
2. The objectives of the inventory are as follows:
 - 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 of 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 and approved Records Disposition Schedule (RDS)
3. Hence, all office sections/units/division committees and schools with public records on supervision are hereby directed to conduct a physical inventory per Record Series using NAP Form 1 (National Inventory Form). See Enclosure No. 1 of this Memorandum for the personnel responsible for the Division Office inventory.
4. Editable soft copy of the National Inventory Form can be downloaded using DepEd emails at <https://tinyurl.com/recinventtemp> together with the approved Records Disposition Schedule (RDS) of the Department of Education (DM 133, s. 2016) for proper guidance. Personnel-In-Charge for inventory may add record series for important documents under custody not indicated in the RDS for proper accounting.



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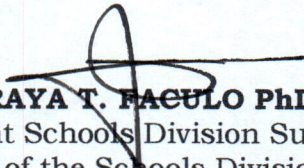
Address: 82 Military Cut-off Road, Baguio City
Telephone/Fax: (074) 442-4326 / (074) 442-7819 | Email: baguio.city@deped.gov.ph
Website: www.depedpines.com | Facebook Page: facebook.com/DepEdTayoBaguioCity

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5. Personnel-in-charge shall submit the inventory report to the Records Unit on or before **29 September 2023** and soft copy in **MS Word** to <https://tinyurl.com/2023bagrecinv> for consolidation.
6. Further, School Records Custodians/Alternate/Personnel-In-Charge for Records Inventory will have a short online orientation on **31 August 2023 at 10:00 AM**. Expected participants/alternate designated by the School Head shall confirm their attendance at <https://tinyurl.com/reorient23> **on or before 22 August 2023**. Link will be sent to confirmed participants' email addresses before the orientation.
7. For queries, please contact Arian C. Bangse-il, Division Records Officer at Tel No. (074) 442-7819 or email address at arian.bangseil@deped.gov.ph.
8. Immediate and wide dissemination of this Memorandum is desired.


SORAYA T. PACULO PhD, CESO VI
Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent



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Personnel-In-Charge for the Records Inventory

Division/Section/Unit/Committee	In-Charge
Office of The Schools Division Superintendent Proper	Jordine Sacyaten <i>Administrative Assistant II</i>
Legal Services	Louisa Pedralvez <i>Administrative Assistant III</i>
Administrative Services	
Cash	Denise Paula Garcia <i>Administrative Aide VI</i>
Personnel	Ferdinand Sapalong <i>Administrative Assistant III</i> Diane Faith Dalilis <i>Administrative Aide VI</i> Honeylette Engngeg <i>Administrative Officer II</i>
Property	Nathalie Binayan <i>Administrative Officer III</i>
Records	Arian C. Bangse-il <i>Administrative Officer VI/Records Officer</i>
Finance Services	
Accounting	Loida Durante <i>Administrative Assistant II</i>
Budget	Lea Laureano <i>Administrative Assistant II</i>
ICT Services and Bids and Awards Committee	Raymark Valentino <i>Administrative Aide VI</i>
Curriculum and Implementation Division	Lily Mabalot <i>Librarian I</i> Phoebe Jane Navarrate <i>Librarian II</i> Jojo Ambros <i>Education Program Specialist II</i>
School Governance and Operations Division	Joanna Mae Villareal <i>Administrative Assistant</i> Sarah Joy Flores <i>Administrative Assistant</i> Shyragail Miranda <i>Nurse II</i>



<p>NATIONAL ARCHIVES OF THE PHILIPPINES <i>Pambansang Sinupan ng Pilipinas</i></p> <p>NATIONAL RECORDS INVENTORY</p>			1. NAME OF OFFICE:				2. DEPARTMENT/DIVISION:		4. TELEPHONE NO.:
			6. ADDRESS:				3. SECTION/UNIT:		5. EMAIL ADDRESS.:
							7. PERSON-IN-CHARGE OF FILES:		8. DATE PREPARED:
9. RECORDS SERIES TITLE AND DESCRIPTION	10. PERIOD COVERED/ INCLUSIVE DATES	11. VOLUME	12. RECORDS MEDIUM	13. RESTRICTION/S	14. LOCATION OF RECORDS	15. TIME VALUE	16. RETENTION PERIOD	17. REMARKS	

9. RECORDS SERIES TITLE AND DESCRIPTION	10. PERIOD COVERED/ INCLUSIVE DATES	11. VOLUME	12. RECORDS MEDIUM	13. RESTRICTION/S	14. LOCATION OF RECORDS	15. TIME VALUE	16. RETENTION PERIOD	17. REMARKS

TO BE ACCOMPLISHED BY THE CONCERNED GOVERNMENT AGENCY

PREPARED BY: _____ **APPROVED BY:** _____

Name and Position **Chief of the Department/Division**

TO BE ACCOMPLISHED BY THE NATIONAL ARCHIVES OF THE PHILIPPINES

EVALUATED BY: _____ **NOTED BY:** _____

Name and Position **RMSD Chief**

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: $\text{Volume} = \text{length} \times \text{width} \times \text{height}$ (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.