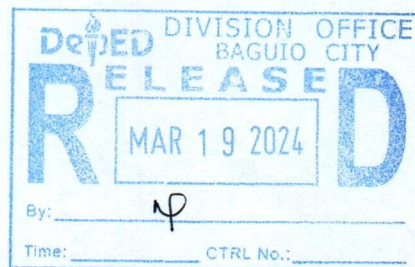




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OFFICE OF BAGUIO CITY



March 19, 2024

OFFICE MEMORANDUM

No. **015,2024**


PUBLIC RECORDS DISPOSAL PROCESS

To: ALL Chief Education Supervisors
Public School District Supervisors
Education Program Supervisors
Section and Unit Heads
Others Concerned

1. Pursuant to the National Archives of the Philippines (NAP) Circular No. 2 titled "Guidelines on the Disposal of Valueless Records in Government Agencies," all personnel concerned shall determine the valueless records for disposal by checking their specific authorized retention periods using the agency's Records Disposition Schedule (RDS) and General Records Disposition Schedule (GRDS) as the legal basis (*access RDS and GRDS through: <https://tinyurl.com/depedrds>*).
2. To facilitate the procedure of records disposal in this Office, the Administrative Services through the Records Unit shall consolidate any request for public record disposal to establish and ensure compliance with the prescribed retention periods for various types of records. This process will also maintain an organized and clutter-free records storage environment.
3. All offices/sections/units with valueless records shall submit a Request for Records Disposal (*See Enclosure No. 1*) to the Records Unit **on or before April 30, 2024** for consolidation and submission for the approval of NAP.
4. For any queries or concerns, please look for Ms. Arian Bangse-il, Records Officer at the Records Unit.
5. For information, guidance, and compliance.

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

For the Schools Division Superintendent:


CARMEL F. MERIS

OIC- Assistant Schools Division Superintendent

"DepEd SDO Baguio City: We Serve, We Care."

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Enclosure No. 1 to Office Memorandum No. _____

SDO BAGUIO REQUEST FOR RECORDS DISPOSAL FORM

DATE:
FUNCTIONAL DIVISION:
SECTION/UNIT:

GRDS/ RDS ITEM NO. (Refer to DepEd RDS)	RECORD SERIES TITLE AND DESCRIPTION	PERIOD COVERED	RETENTION PERIOD AND PROVISION/S COMPLIED (If Any)
Location of Records: <i>Note: All records must be arranged per records series and per year.</i>		Volume in Cubic Meter (l x w x h):	
Prepared by: _____ Name and Signature		Position:	
CERTIFIED AND APPROVED BY: This is to certify that the above-mentioned records are no longer needed and not involved nor connected in any administrative or judicial cases. _____ Name and Signature of the Functional Division Chief/Section/Unit Head			

*based on NAP Form 3



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