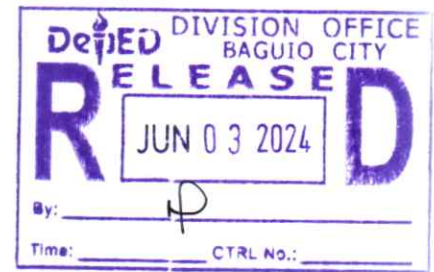




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



June 03, 2024


DIVISION MEMORANDUM

No. 319-2024

PUBLIC RECORDS DISPOSAL PROCESS FOR PUBLIC SCHOOLS

To: ALL Chief Education Supervisors
Public School District Supervisors
Public Elementary and Secondary School Heads
School Administrative Officers
Others Concerned

1. Anent to Office Memorandum No. 015, s. 2024 titled "Public Records Disposal Process", all public schools are enjoined to review their Records Inventory for valueless records that are eligible for disposal. Proper disposal of records will free up valuable space, ensure better organization and utilization of resources, and compliance with legal requirements.
2. Schools are advised to verify the specific authorized retention periods of their records using the DepEd's Records Disposition Schedule (RDS) and 2023 National Archives of the Philippines' (NAP) General Records Disposition Schedule (GRDS) as the legal references. These schedules can be accessed at: <https://tinyurl.com/depedrds>.
3. All School Records Custodians shall accomplish NAP Form 3 in three (3) copies which can be downloaded from the provided link above, and have it approved by their respective School Heads. The completed forms should be submitted to the Division Office through the Administrative Services – Records Unit on or before **June 14, 2024**, for submission to and approval by NAP.
4. School Records Custodians are to secure the valueless records and store them in a safe place until approval from NAP is received. Further instructions will be provided through another Division Memorandum.
5. Refer to *Enclosure No. 1* for the specific example and guide on how to fill out NAP Form 3. For further queries or concerns, please look for Ms. Arian Bangse-il, Records Officer at the Records Unit.
6. For information, guidance, and compliance.



06-03-24
SORAYA T. FACULO PhD, CESO VI
Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent

OSDS/NDE/acb



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 DepEd Tayo Baguio City

 <https://depedpines.com>

**NAP FORM 3 : REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS
(SAMPLE)**

NAP Form No. 3
Revised 2012

Accomplish in 3 copies

<p>NATIONAL ARCHIVES OF THE PHILIPPINES <i>Pambansang Sinupan ng Pilipinas</i></p> <p>REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS</p>	<p>AGENCY NAME: DEPED – SDO BAGUIO CITY – (NAME OF SCHOOL)</p> <p>ADDRESS: <i>(Indicate the specific address of the school)</i></p>
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<p>DATE: <i>(Date when the form had been accomplished)</i></p>	<p>TELEPHONE NUMBER: <i>(Telephone No. of the School)</i></p>
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GRDS/ RDS ITEM NO.	RECORD SERIES TITLE AND DESCRIPTION	PERIOD COVERED	RETENTION PERIOD AND PROVISION/S COMPLIED <i>(If Any)</i>
<p>Sample 1 → GRDS No. 20</p>	<p>Logbooks Incoming/Outgoing Correspondence/Ordinary Visitors</p>	<p>2006-2021</p>	<p>2 years after date of last entry</p>
<p>Sample 2 → RDS No. 91</p> <p><i>(GRDS if based on the NAP General Records Disposition Schedule and RDS if based on DepEd's Records Disposition Schedule)</i></p>	<p>Daily time Record</p> <p><i>(Copy the exact Records Series and Description of your valueless record from GRDS/RDS)</i></p>	<p>2011-2022</p> <p><i>(Indicate the period covered by the record series from the earliest to the latest year when the records are created/received by the school)</i></p>	<p>1 year after data have been posted in Leave Cards and post-audited</p> <p><i>(To be checked against the GRDS or DepEd RDS pertaining to the disposition of the specific record series)</i></p>

<p>LOCATION OF RECORDS: <i>(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))</i></p>	<p>VOLUME IN CUBIC METER: <i>(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 (e.g. 2 cu.m. – 50 bundles)</i></p> <p><i>Another way to compute by kilogram: Volume (cu.m³) = total kg x 0.0028</i></p>
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<p>PREPARED BY: (Name & Signature) <i>(Name of the one who prepared/ School Records Custodian)</i></p>	<p>POSITION: <i>(Position of the one who prepared)</i></p>
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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 of School Head and Position

Name and Signature of Agency Head or Duly Authorized Representative

