



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



April 28, 2025

DIVISION MEMORANDUM

No. 271-2025

**TECHNICAL ASSISTANCE FOR THE SCHOOLS DIVISION ANNUAL INVENTORY
AND APPRAISAL OF PUBLIC RECORDS**

To: Chief Education Supervisors
Public Schools District Supervisors
Education Program Supervisors
Section and Unit Heads
Public School Heads
Administrative Officers
Division Records Custodians
School Records Custodians
All Others Concerned

1. In line with Division Memorandum No. 115, s. 2025, titled Schools Division Annual Inventory and Appraisal of Public Records, an online Technical Assistance session will be held on **Tuesday, April 29, 2025, from 10:00 AM to 11:30 AM**. This session is scheduled to assist new Records Custodians with the process of the records inventory.

2. The session will be conducted in an informal Question-and-Answer (Q&A) format. Records Custodians with queries about completing the NAP Form 1 or conducting the Records Inventory are encouraged to join the online session via Zoom Meeting:

Meeting ID: 865 9684 8987

Passcode: uEL5W2

3. This memorandum also serves as a reminder that the deadline for submission of the accomplished NAP Form 1 will be on **Monday, May 05, 2025** at the Records Unit.

4. For queries, please contact Arian C. Bangse-il, Division Records Officer at Tel No. (074) 661-1231 or email address at arian.bangseil@depd.gov.ph.

7. Immediate and wide dissemination of this Memorandum is desired.

SORAYA T. FACULO PhD, CESO VI
Schools Division Superintendent

For the Schools Division Superintendent:

NIEVES D. EBANIO
Administrative Officer V