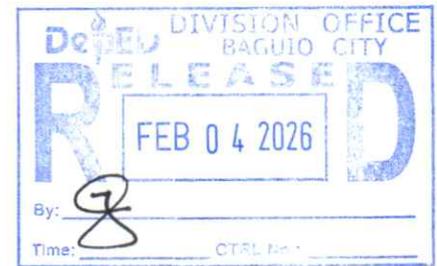




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



February 04, 2026

DIVISION MEMORANDUM

No. 101-2026

ANNUAL PUBLIC RECORDS INVENTORY AND DISPOSAL

To: Chief Education Supervisors
Public School District Supervisors
Public Elementary and Secondary School Heads
School Administrative Officers/Records Custodian
All Others Concerned

1. Relative to the regular conduct of Annual Records Inventory and in compliance with Republic Act (RA) 9470 otherwise known as the *National Archives of the Philippines (NAP) Act of 2007* and NAP General Circular No. 1 and 2 titled *Rules and Regulations Governing the Management of Public Records and Archives Administration and Guidelines on the Disposal of Valueless Records in Government Agencies*, **this Office directs all functional divisions and schools** with public records in supervision or custody to conduct their annual records inventory up to December 2025 using *NAP Form 1(Records Inventory and Appraisal Form)*.
2. Office/Section/Unit/School Heads shall designate Person-In-Charge/Records Custodian of the Files for the inventory. Refer to the General/Records Disposition Schedule (G/RDS) for the Record Series and Retention Period for the Records Inventory, NAP Forms, and all other materials through this link: <https://tinyurl.com/depedrds>.
3. To free up valuable space, ensure better organization and utilization of resources, and compliance with legal requirements, Person-In-charge/Records Custodian shall review their Records Inventory for valueless records that are eligible for disposal using *NAP Form 3: Request for Authority to Dispose of Records*.
4. To facilitate the procedure of records disposal, the Administrative Services Section 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. All Person-In-Charge/Records Custodians shall accomplish NAP Form 3 in three (3) copies. The accomplished NAP Form 3 shall be submitted to the Division Office through the Administrative Services – Records Unit on or before **February 25, 2026**, for submission to and approval by the National Archives of the Philippines (NAP).
5. Person-In-Charge/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.



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6. For technical assistance, further queries or concerns, please look for Ms. Arian Bangse-il, Records Officer at the Records Unit.
7. For information, guidance, and compliance.

SORAYA T. FACULO PhD, CESO V
Schools Division Superintendent

OSDS/CFM/nde/acb



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