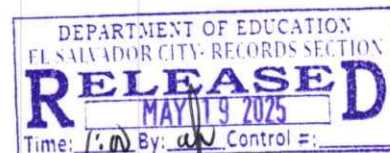




Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



May 09, 2025

DIVISION MEMORANDUM
No. 160, s.2025

DESIGNATION OF SCHOOL RECORDS IN-CHARGE

To: **Assistant Schools Division Superintendent**
Chief CID, SGOD
Education Program Supervisors
Administrative Officer II
Registrar I
All Public Elementary Schools
All Public Secondary Schools
All Others Concerned
This Division

1. Pursuant to Division Memorandum No. 119, s.2020 entitled: *Records Management in the Division of El Salvador City* under item No.1a Establish a public access registry and to identify government employees who will be accountable or responsible on records management, and with reference to the Job Description of Administrative Officer II, this Office designates all Administrative Officer II deployed in schools to be the school records in-charge, effective **May 19, 2025**.

KEY RESULT AREA/s	DUTIES AND RESPONSIBILITIES
General Administrative Support	c. Provide general administrative support to school head and teachers like reproduction of learning materials, encoding of reports, preparation of documents, etc ; and d. Perform other functions as may be assigned by the immediate supervisor.

2. As the school records in-charge, they are expected to perform the following duties and responsibilities:

- Files and maintains the permanent records of the school.
- Conduct records inventory and appraisal, every year.
- Accept and process Certification, Authentication and Verification (CAV) of School Academic Records.
- Perform other task related to Records Management.



Address: Zone 3, Tuburan, Poblacion, El Salvador City
Telephone Nos.: (088) 882-6326
Email Address: elsalvador.city@deped.gov.ph
Website: depedsalvadorcity.net



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

3. Enclosed is the List of Designated School Records In-Charge and the DepEd Memorandum No. 133,s.2016 re: National Inventory of Public Records which contains the List of records that shall be keep and file by the schools. (*Enclosure No. 3 of DepEd Memorandum No. 133,s.2016 National Archives of the Philippines (NAP) Form no. 2 also known as the Records Disposition Schedule*)
4. For inquiries or request for technical assistance regarding Records Management, you may contact the Records Officer thru email address records.elsalvadorcity@deped.gov.ph or visit us at the Record section.
5. This Division Memorandum adheres with the Equal Opportunity Principle (EOP) in observing all policies and protocol of the said activity. Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender identity sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
6. For information, guidance, and compliance.


RANDOLPH B. TORTOLA
Schools Division Superintendent

Encl.: As stated
To be indicated in the *Perpetual Index*
under the following subjects:

RECORDS DESIGNATION

OSDS/ERI



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Republic of the Philippines
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SCHOOLS DIVISION OF EL SALVADOR CITY

Enclosure No.1 to Division Memorandum No. 160,s.2025

List of Designated School Records In-Charge

Name	Position	School
Honey Luz S. Nacua	AO- II	Amoros Elementary School
Dianne L. Suguilon	AO- II	Bolisong Elementary School:
Jenice Mae L. Malaco	AO- II	Cogon Elementary School:
Kemberly D. Oco	AO- II	Kalabaylabay Elementary School
Rodrigo N. Valmoria, Jr.	AO- II	Pedro Sa Baculio Elementary School
Eulita M. Castillo	AO- II	Taytay Elementary School:
Clark Airon G. Unson	AO- II	El Salvador City National High School
Nick C. Ratunil	AO- II	Himaya National High School
Rosa Maria M. Rebusto	AO- II	Cogon National High School
Leabeth P. Salva	AO- II	Molugan National High School-SHS
Samantha Ellis M. Geñoso	Registrar I	Molugan National High School-JHS



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Republic of the Philippines
Department of Education

23 AUG 2016

DepEd MEMORANDUM

No. **133**, s. 2016

NATIONAL INVENTORY OF PUBLIC RECORDS

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Regional Secretary, ARMM
Schools Division Superintendents
All Others Concerned

1. Pursuant to the implementation of the Republic Act No. 9470, otherwise known as *The National Archives Act of 2007* and relative to DepEd Memorandum No. 99, s. 2012 entitled *Orientation-Seminars on the Conduct of the National Inventory of Public Records*, it is directed that the central office (CO), regional offices (ROs), and the schools division offices (SDOs) of the Department of Education (DepEd) must submit immediately the following requirements to the National Archives of the Philippines (NAP) for better coordination and for strengthening the system of records keeping:

- a. List of records officers or custodians in the CO, ROs, and SDOs with their respective complete addresses and contact details using the form in Enclosure No. 1.
- b. One hundred percent compliance or submission of properly accomplished NAP National Inventory Form detailed in Enclosure No. 2.

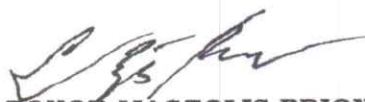
2. The law mandated that an inventory of all records must be done in all agencies in order to:

- 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 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 an approved Records Disposition Schedule (RDS).

3. Complete submission of all the requirements is essential, because this will be the basis of NAP to include DepEd to be able to avail of these two other priority projects:

- a. Digitalization of government records in preparation for the system-wide shift to electronic media as mandated and funded by the Department of Budget and Management; and
- b. Disaster Preparedness and e-Governance.

4. The guidelines in the submission of the requirements are the following:
- a. Regional and division offices shall submit requirements directly to the National Archives of the Philippines (NAP) at VELCO Center, R.S. Oca corner Delgado Streets, Port Area, Manila copy furnished the Administrative Service-Records Division, Department of Education (DepEd) Central Office on or before **September 7, 2016**;
 - b. All offices within the CO, such as bureaus, services, divisions and offices of the secretary, undersecretaries, and assistant secretaries must also undertake inventory of all documents/records to be submitted to the Administrative Service-Records Division on or before **September 2, 2016**. The Records Division shall consolidate all submitted requirements and submit to NAP on or before **September 9, 2016**.
5. For Item **4.b** requirement, complete inventory of all documents or records under the custody of all offices in the CO, ROs, and SDOs must be submitted. All concerned may use the approved DepEd RDS, page 95, Chapter V of the DepEd Records Management Operations Manual as a guide in accomplishing the records series and retention period of the NAP National Inventory Form (copy enclosed).
6. In case there are records or documents which are not included in the approved DepEd RDS, all concerned may include it in the list of inventory form, and proper records series and retention period will be updated in the DepEd RDS.
7. For more information, all concerned may contact the **Administrative Service-Records Division**, Department of Education (DepEd) Central Office, Meralco Avenue, Pasig City at telephone nos. (02) 687-1449 or (02) 633-7218.
8. Immediate dissemination of this Memorandum is desired.


LEONOR MAGTOLIS BRIONES
Secretary

Encls.:
As stated

Reference:
DepEd Memorandum No. 99, s. 2012

To be indicated in the Perpetual Index
under the following subjects:

BUREAUS AND OFFICES
DATA
EMPLOYEES
INVENTORY

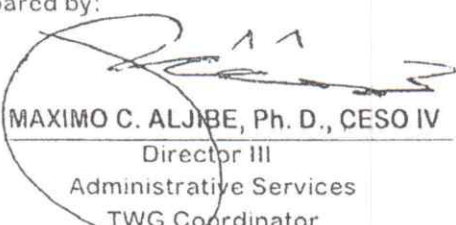
OFFICIALS
RECORDS
STRAND: Finance and Administration

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
158	SPECIAL ORDERS OF GRADUATION	P E R M A N E N T			
159	SCHOLARSHIP GRANTS	P E R M A N E N T			
160	SUMMARIES OF UNITS TAKEN BY STUDENTS OF PRIVATE SECONDARY SCHOOLS (Form 9)	2 years		2 years	
161	TUITION FEE INCREASE RECORDS Applications Approval	3 years		3 years	
School Level Records					
162	ACTION / DEVELOPMENT PLANS School Improvement Plans Supervisory Plans	P E R M A N E N T			
163	ADMISSION TESTS	3 years		3 years	After admitted
164	APPLICATIONS Accreditations Enrollment Entrance Examinations Graduation and Special Orders Permits/Recognitions	2 years		2 years	After granted
165	ATTENDANCE SHEETS / ATTENDANCE REPORTS (Form 2)	2 years		2 years	
166	BASIC SCHOOL MANAGEMENT COURSE TERM PAPERS	3 years		3 years	
167	BULLETINS OF INFORMATION	P E R M A N E N T			
168	CALENDARS OF ACTIVITIES	1 year		1 year	
169	CASES / FEASIBILITY STUDIES / RESEARCHES	P E R M A N E N T			
170	CLASS RECORDS Anecdotal Records of Pupils/Students Class Cards (Form 138-A) Class Observation and Supervisory Reports (Form 178) Class Schedules (Form 30) Class Values Charts Diplomas Lists of Honor Graduates Nutritional Status of Pupils Report Cards (Form 138) Student Permanent Records (Form 137-A) Summary of Units Taken (Form 9)	5 years		5 years	After graduated
		P E R M A N E N T			
		P E R M A N E N T			
		1 year		1 year	
		1 year		1 year	
		P E R M A N E N T			
		P E R M A N E N T			
		2 years		2 years	
		P E R M A N E N T			
		P E R M A N E N T			
		P E R M A N E N T			

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
171	CLASS AND TEACHERS PROGRAMS Class Programs (Form 29) Summaries of Information of Teachers (Form 31) Teachers' Program (Form 30)	P E R M A N E N T			
172	CONSOLIDATED DATA OF TEACHING/ NON-TEACHING PERSONNEL (Form 31)	5 years		5 years	After updated/superseded
173	COURSES OF STUDY / SYLLABI	P E R M A N E N T			
174	ENROLLMENT SLIPS	1 year		1 year	
175	GRADING SHEETS	2 years		2 years	
176	LESSON PLANS	1 year		1 year	
177	LISTS Accredited Courses/Subjects Candidates for Graduation ENROLLMENT LISTS Graduates/Honor Graduates School Personnel and Officials				
		P E R M A N E N T			
		P E R M A N E N T			
		2 years		2 years	
		P E R M A N E N T			
		1 year		1 year	After superseded
178	LIBRARY FILES Accession Books (PF 146) Book Cards (PF 149) Borrower's Cards Catalogue Cards (PF 150)				
		P E R M A N E N T			
		P E R M A N E N T			
		1 year		1 year	After date of last entry
		P E R M A N E N T			
179	PERMITS Government Permits Government Recognitions Permits to Operate Permits to Study Tuition Fee Increases				
		P E R M A N E N T			
		P E R M A N E N T			
		5 years		5 years	After expired
		2 years		2 years	After graduated
		5 years		5 years	
180	PROFILES Schools Socio-Economic of Pupils Students Teachers				
		P E R M A N E N T			
		5 years		5 years	After graduated
		5 years		5 years	After graduated
		5 years	10 years	15 years	After separated/retired
181	PROPOSED ORGANIZATION OF CLASSES DepEd-MTAP Quiz Bee Science Quiz	P E R M A N E N T			If implemented, otherwise dispose after 3 years
182	RANKING / LISTS OF HONOR STUDENTS	3 years		3 years	After graduated
183	RANKING OF TEACHER APPLICANTS	1 year		1 year	After updated
184	RECORDS OF STUDENT'S DISCIPLINARY ACTIONS	2 years		2 years	After graduated

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
185	REPORTS Annual Reports Enrollment and Attendance (Form 3) Administrators Principals Monthly Enrollment (Form 2) Narrative Reports of Department Heads Number of Schools/Students/ Promotions (Summarized) Performance Indicators (Yearly Report) Physical Inventory Reports Reports on Promotion 18-A Secondary Schools 18-E1 Primary Grades I-IV 18-E2 Intermediate Grades V-VI School Fund/Financial Reports Summaries of Monthly Attendance (Form 7) Supervisory		PERMANENT		
		2 years		2 years	
		2 years		2 years	
		2 years		2 years	
		2 years		2 years	
			PERMANENT		
		2 years		2 years	
			PERMANENT		
		5 years		5 years	
		2 years		2 years	
		2 years		2 years	
186	REQUESTS Additional Courses Carry Overload Inclusion in the Enrollment Lists Summer Classes Transfer	2 years		2 years	After acted upon
187	SCHOOL CALENDARS	1 year		1 year	
188	SCHOOL REGISTERS (Form 1)		PERMANENT		
189	STUDENTS' TEST PAPERS/CLASS EXAMINATIONS	1 year		1 year	
190	SUPERVISORY PLANS FOR TEACHERS	1 year		1 year	
191	TEACHERS' SCHEDULES (Form 29)	1 year		1 year	
192	TEST RESULTS	2 years		2 years	After consolidation
193	TESTING MATERIALS		PERMANENT		Other copies, dispose after 1 year
194	YEAR BOOKS / ANNUAL BOOKS		PERMANENT		

9. Prepared by:

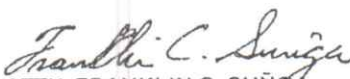

MAXIMO C. ALJIBE, Ph. D., CESO IV
Director III
Administrative Services
TWG Coordinator

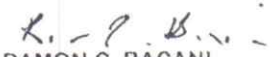
10. Assisted by:


VENECIA C. MAXIMO
Senior Records Management Analyst

11. Recommending Approval:


JESUS G. GALVAN
OIC-USEC for Finance and Administration
Vice-Chairman, Technical Working Committee
on the Development of DepED Records Manual


ATTY. FRANKLIN C. SUNCA
Undersecretary for Legal Affairs
Co-Chairman, Technical Working Committee
on the Development of DepED Records Manual


RAMON C. BACANI
Undersecretary for Regional Operations
Chairman, Technical Working Committee
on the Development of DepED Records Manual

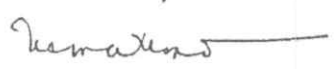
12. Approved:


DESLI A. LAPUS
DepED Secretary

TO BE ACCOMPLISHED BY THE NATIONAL ARCHIVES OF THE PHILIPPINES

This records Disposition Schedule

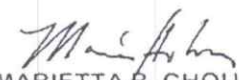
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☒ is being recommended for approval

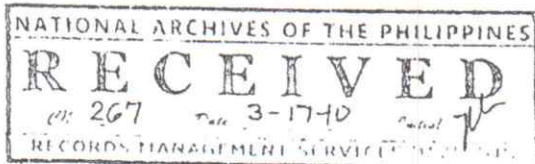

VENECIA C. MAXIMO
Chairman
Records Management Evaluation Committee

4/16/10

Date

APPROVED:


MARIETTAR. CHOU
Executive Director



April 19, 2010
Date

