



Republic of the Philippines  
**Department of Education**  
Region III  
**SCHOOLS DIVISION OF PAMPANGA**

January 10, 2025

DIVISION MEMORANDUM  
No. 030 , s. 2025

**INVENTORY OF PUBLIC RECORDS**

To: Assistant Schools Division Superintendents  
Division Chiefs  
Functional Unit Heads  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
Public School Administrative Officers II/Registrars  
School-based Non-Teaching Personnel  
All Others Concerned

1. Pursuant to Regional Memorandum No. 014, s. 2025, titled "Inventory of Public Records," all Public Elementary and Secondary Schools are directed to submit the following reports:
  - a) List of Records Officers/Custodians of public elementary and secondary schools, including senior high schools, with their respective school addresses and contact information
  - b) One hundred percent compliance with the submission of properly accomplished NAP Inventory Form 1 detailed in Enclosure No. 2
2. The inventory of records in all government offices is being conducted to:
  - a. Establish a public access registry and identify DepEd employees who will be accountable or responsible for records management.
  - b. Examine, identify, and make a list of all SDOs and public schools records to have an effective records tracking system.
  - c. Help in classifying and preserving records that are of permanent and enduring value.
  - d. Depreciate the effects of disaster and prepare a digitized records inventory.
  - e. Plan a proposed retention period of records and implement an enhanced Records Disposition Schedule (RDS).
3. Hence, all concerned offices/schools are hereby directed to conduct a physical inventory of Record Series by completing this Microsoft form through this link: <https://forms.office.com/r/HHbV5kB8nT> **not later than February 7, 2025**, where all records inventory data from each School will be consolidated by the Records Unit into one (1) National Inventory Form. Likewise, the link shall gather the list of records officers/custodians from each School in compliance with the above-mentioned Regional Memorandum.



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4. The guidelines for the submission of the above reports are the following:
  - a. The School Administrative Officer/Registrar/designated School Records Officer/Custodian shall undertake all documents/records holding of the School.
  - b. The School Administrative Officer/Registrar/designated School Records Officer/Custodian shall likewise undertake a school-level inventory of records, accomplish it, and submit it through the above Microsoft form link.
  - c. A scanned copy of Enclosure No. 2 (NAP Form 1), signed by the School Administrative Officer/ designated School Records Officer/Custodian and approved by the School Head, shall be uploaded in the same link.
5. Moreover, to properly guide all schools' records officers/custodians, the Division, through the Records Unit, shall be conducting an orientation to provide technical assistance to schools in the appraisal of the record's retention period and facilitate smooth submission of required reports.
6. Below is the schedule of orientation activities for schools per sector. The venue will be the Teachers' Training Center, SDO Pampanga, from 8:00 am – 4:00 pm.

Sector	Schedule	Participants
North	January 13, 2024	Elementary & Secondary AO II/ADASII/ADAS III/Designated School Records Officer/Custodian  <i>Note: One (1) participant for every School shall attend, and for schools without non-teaching personnel, the school head shall attend the orientation.</i>
South	January 14, 2024	
East	January 15, 2024	
West	January 16, 2024	

7. Attached is the updated NAP General Records Disposition Schedule (RDS), Volume of Records, and a sample copy of the inventory of NAP form 1 with entries to serve as a guide in accomplishing the template, particularly in the records series and retention period. Documents not indicated in the RDS may add a record series for proper inventory.

**Link for the templates:** <https://bit.ly/ISPRREF>

8. This Division Memorandum shall serve as the travel authority of the participants on official business. In case of a fortuitous event or force majeure (e.g., typhoon, natural calamities, cancellation/suspension of work, or declaration of non-working holiday), participants to the activity shall be entitled to one (1) compensatory overtime credit subject to Division Memorandum 367, s. 2024.



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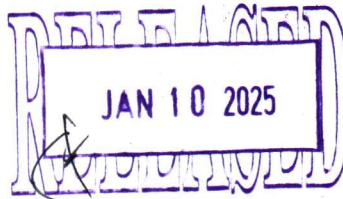
9. Further, please be advised that participants in the upcoming consultative meeting are requested to bring their snacks/lunch/refreshments. All queries, issues and concerns related to the said activity may be lodged through this link: <https://bit.ly/IPRSDOP>.
10. For information, wide dissemination, and 100% compliance.

**ROMEO M. ALIP, PhD, CESO V**  
Schools Division Superintendent

Encl.: As stated

AOAS/01-003-2025

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**Department of Education**  
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**SCHOOLS DIVISION OF PAMPANGA**

**ORIENTATION ON INVENTORY OF SCHOOL PUBLIC RECORDS**

*TTC, DepEd Schools Division of Pampanga*

**Activity Matrix**

<b>Time</b>	<b>Activities</b>	<b>Speaker/In-charge</b>
8:00-9:00 am	Registration	TMT
9:00 am – 9:30 am	Preliminary Activities	Dexter E. Pangilinan HRMO II
9:45 am – 10:00 am	Roll Call	TMT
10:00 am – 12:00 nn	Session 1 Orientation on RDS	Marieta O. Larin Records Officer II
12:00 nn – 1:00 pm	Lunch Break	
1:00 pm – 3:00 pm	Session 2 Discussion on NAP Forms and RM No. 014, s. 2025	Marieta O. Larin Records Officer II  JB B. Manalang AOV
3:00 pm – 3:30 pm	Health Break	
3:30 pm – 4:00 pm	Open Forum	JB B. Manalang AO V
4:00 pm – 5:00 pm	Conclusion of the Activity	TMT

<p style="text-align: center;"><b>NATIONAL ARCHIVES OF THE PHILIPPINES</b> <i>Pambansang Sinupan ng Pilipinas</i></p> <p style="text-align: center;"><b>RECORDS INVENTORY AND APPRAISAL</b></p>		1. NAME OF OFFICE: <b>ELISE BELEN ES-BACOLOR SOUTH DISTRICT</b>				2. DEPARTMENT/DIVISION/: <b>BACOLOR SOUTH DISTRICT</b>			4. TELEPHONE NO.: <b>N/A</b>				
		6. ADDRESS: <b>BACOLOR, PAMPANGA</b>				3. SECTION/UNIT: <b>N/A</b>			5. EMAIL ADDRESS.: <a href="mailto:school.email@deped.gov.ph">school.email@deped.gov.ph</a>				
						7. PERSON-IN-CHARGE OF FILES: <b>JUAN A. DELA CRUZ</b>			8. DATE PREPARED: <b>FEBRUARY 4, 2025</b>				
9. RECORDS SERIES TITLE AND DESCRIPTION	10. PERIOD COVERED / INCLUSIVE DATES	11. VOLUME	12. RECORDS MEDIUM	13. RESTRICTIONS	14. LOCATION OF RECORDS	15. FREQUENCY OF USE	16. DUPLICATION	17. TIME VALUE (T/P)	18. UTILITY VALUE Adm/F/L/Arc	19. RETENTION PERIOD			20. DISPOSITION PROVISION
										Active	Storage	Total	
see attached DepEd and NAP GRDS for reference	Listing of documents should be based on the year possessed in the office	see attached template	paper format, microfilm, electronic, cd,dvd, maps, drawings, computer printout, or in any forms	open access or restricted	Ex. Office area - shelf, Office area - cabinet, Office area - box, Storage Room - shelf, Storage room- box	daily, weekly, monthly, annually, semi-annually, quarterly, bi-weekly, bi-monthly, every other day, or as needed	Name of office within SDO/School where duplicate of record is also kept	permanent (P) or temporary (T)	Administrative Value (ADM) – records of this value serve as administrative tools to accomplish the mission of the organization (Directives and Issuances, Office Methods and Procedures, Correspondence, Reports).  Archival Value (Arc) - refers to the historical or research significance of records or documents which may be derived from records such as the creation and development of an agency, its policies and procedures that could be used as basis of research. (Records dealing with agency development, organization, functions, policies, standard operating procedures).  Fiscal Value (F) - those which serve as tools in discharging the financial obligations of the agency (Payrolls, Vouchers, Official Receipts, Budget Estimates).  Legal Value (L) - those which state legal decisions and opinions, either of a permanent or temporary character	refer to RDS	refer to RDS	refer to RDS	refer to RDS
Sample....													
IPCRF	20212-Present	.008 cu.m.	printed paper	open access	Admin Office - steel cabinet	as needed	1 copy	T	ADM	1 year		1 year	1 year after the final rating has been determined

**LEGEND:**

TIME VALUE:    **T** - Temporary                      **P** - Permanent  
 UTILITY VALUE: **Adm** - Administrative        **F** - Fiscal        **L** - Legal        **Arc** - Archival

**PREPARED BY:**

**ASSISTED BY:**

**APPROVED BY:**

**SIGNATURE OVER PRINTED NAME OF AOI/REGISTRAR/NON-TEACHING PERSONNEL**

**LEAVE THIS BLANK**

**SIGNATURE OVER PRINTED NAME OF THE SCHOOL HEAD**

\_\_\_\_\_  
Name and Position

\_\_\_\_\_  
NAP Records Management Analyst

\_\_\_\_\_  
Chief of the Division/Department

<b>NATIONAL ARCHIVES OF THE PHILIPPINES</b> <i>Pambansang Sinupan ng Pilipinas</i>  <b>RECORDS DISPOSITION SCHEDULE</b>		1. AGENCY NAME: <b>DEPARTMENT OF EDUCATION</b>			
		2. ADDRESS: <b>Ultra, Pasig City</b>			
3. SCHEDULE NO.: <b>2</b>		4. DATE PREPARED:			
5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
	<b><u>ADMINISTRATION &amp; MANAGEMENT</u></b>				
1	ACKNOWLEDGMENT LETTERS / RECEIPTS				To be filed with appropriate record series
2	ATHLETICS/SPORTS FILES Athletes' Profiles Letters/Endorsements Results Souvenir Programs	1 year		1 year	After graduated
3	AUTHORITIES TO TRAVEL Employees Officials Teachers/Principals/Asst. School Division Superintendents / Division Superintendents	2 years		2 years	
4	AWARDS AND COMMENDATIONS		PERMANENT		
5	BOARD / COUNCIL FILES Memoranda Original Letters Reports Resolutions		PERMANENT		
6	CALAMITY RECORDS	2 years		2 years	
7	CERTIFICATES OF APPEARANCE	1 year		1 year	
8	CERTIFICATIONS Certifications, Authentications and Verifications (CAV) Certificates of Graduation Diplomas Student Report Cards (Form 137) Special Orders Employment and Salary Enrollment Good Moral Character (Issued by the Superintendents)	1 year		1 year	

**IMPORTANT:** Pursuant to Section 18, Article III, RA 9470 s. 2007, "No government department, bureau, agency and instrumentality shall dispose of, destroy or authorize the disposal or destruction of any public records, which are in the custody or under its control except with the prior written authority of the executive director."

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
9	CHARTS Organizational/Functional Process Flow				
		PERMANENT			
10	CLEARANCES Students/Teachers/Employees Tutor Fees	1 year		1 year	
11	CREATION OF DIVISION AND DISTRICT OFFICE RECORDS				
		PERMANENT			
12	COMMITTEE FILES Investigating Tax Force				
		PERMANENT			
13	COMMUNICATIONS/CORRESPONDENCES Non-Routine				To be filed with appropriate records series After acted upon
	Routine	2 years		2 years	
14	DIRECTIVES / ISSUANCES Issued by the Head of Agency documenting policies, procedures, standards, rules and regulations, programs of the agency				
		PERMANENT			
	Issued by the Head of Agency reflecting routine information	2 years		2 years	After superseded
15	DIRECTORIES OF PERSONNEL / SCHOOL OFFICIALS Advisories Bulletins Circulars	2 years		2 years	After superseded
16	INQUIRIES / QUERIES Non-Routine				To be filed with appropriate records series After acted upon
	Routine	2 years		2 years	
17	LISTS Monuments/Shrines (National) Officials (Local/National)	1 year		1 year	After updated
18	MANUALS				
		PERMANENT			
19	MEETING FILES (ExeCom/ManCom) Committee Reports Minutes of Meetings Policies Resolutions Other Related Documents				
		PERMANENT			
20	MESSAGES / SPEECHES				
		PERMANENT			

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
21	PROGRAMS / PROJECTS (Papers including background materials, studies, analyses, notes, rough drafts, interim reports and related papers to management programs/projects)		PERMANENT		If implemented, otherwise, dispose after 5 years from date of record
22	PUBLICATIONS (Created by DepEd) Advertisements Advisories Books Journals Newsletters Press Releases		PERMANENT		Records Set
23	SEMINAR / WORKSHOP / CONVENTION INVITATIONS	1 year		1 year	
24	SOLICITATIONS	1 year		1 year	
25	SPECIMEN SIGNATURES		PERMANENT		
26	TRAVEL / VISIT FILES Foreign Local	1 year		1 year	
	<b>General Services</b>				
27	FUEL CONSUMPTION REPORTS	1 year		1 year	
28	JOB ORDERS	1 year		1 year	
29	STATEMENTS OF ACCOUNTS/BILLS (PASS, PLDT, Electric, Water)	5 years		5 years	After settled
30	TRIP TICKETS	1 year		1 year	
31	UTILITIES AND SERVICES RECORDS	1 year		1 year	
32	VEHICLE INSURANCE AND REGISTRATIONS	1 year		1 year	After renewed
33	VEHICLE MAINTENANCE AND OPERATIONS RECORDS	1 year		1 year	
	<b>Procurement Service and Supply/Property Records</b>				
34	ACKNOWLEDGMENT RECEIPTS OF EQUIPMENT (ARE) / MEMORANDUM RECEIPTS OF EQUIPMENT (MRE), SEMI-EXPENDABLE AND NON-EXPENDABLE PROPERTIES	1 year		1 year	After equipment had been returned
35	ANNUAL PROCUREMENT PROGRAMS	3 years		3 years	



6. ITEM NO.	8. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
36	INVENTORIES AND INSPECTION REPORTS OF UNSERVICEABLE PROPERTIES	1 year		1 year	After property has been returned
37	INVENTORIES OF SUPPLIES AND PROPERTIES/FIXTURES	1 year		1 year	After updated
38	LEDGER CARDS Equipment Supplies	2 years 5 years		2 years 5 years	After equipment had been disposed
39	PROCUREMENT FILES Abstracts Bids / Canvasses Evaluations of Quotations Bid Evaluations Contracts Invitations to Bid Minutes of Pre-Bid Conference Modes of Procurement (Resolution) Notices of Award Notices to Proceed Programs of Work Pre-Bid Bulletins Resolutions to Award BAC Resolutions Alternative Modes of Procurement Award Shopping and other modes of procurement and other pertinent documents	5 years	5 years	10 years	Provided project is completed and settled
40	PROPERTY INVENTORIES Buildings Equipment	1 year		1 year	After updated
41	PURCHASE ORDERS	4 years		4 years	
42	PURCHASE REQUESTS	1 year		1 year	
43	REPORTS Loss Waste Materials Inspection and Acceptance		PERMANENT		
		2 years 1 year		2 years 1 year	After property has been returned
44	REQUISITION AND ISSUE SLIPS (RIS)	1 year		1 year	
45	TRANSFERS WITHOUT COST		PERMANENT		
	FINANCE MANAGEMENT				
46	CERTIFICATIONS Last Payments Lost Checks	1 year		1 year	

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
47	CHECKS Automated Payroll Deduction System Expenses Capital Outlay Personal Services Maintenance and other Operating Expenses ( MOOE) Funds Provident Realignment Transfer Trust/Special Purpose	5 years	5 years	10 years	Provided post-audited, finally settled and not involved in any case
48	FINANCIAL STATEMENTS Balance Sheets Statements of Operation/Income	PERMANENT			
49	NOTICES OF CASH ALLOCATIONS	3 years		3 years	
50	PAYROLLS / PAYROLL SHEETS	5 years	5 years	10 years	Provided post-audited, finally settled and not involved in any case
51	REMITTANCES (GSIS, HMDF, PhilHealth) Advices Lists Loans Premiums	5 years	5 years	10 years	
52	REPORTS Financial Cash Flow Statements of Income and Expenses Statements of Government Equities Lists of Due and Demandable Accounts Payable (LDDAP) Liquidations	5 years		5 years	After Annual Financial Report has been published
		3 years		3 years	After superseded
		5 years	5 years	10 years	
53	TAXES Advalorem/Duty Exemptions Expanded Value Added Tax Income Withholding Tax Certificates	3 years 3 years 3 years 3 years 4 years	3 years 3 years 3 years 3 years	6 years 6 years 6 years 6 years 4 years	After superseded
54	VOUCHERS, INCLUDING BILLS, INVOICES & OTHER SUPPORTING DOCUMENTS Disbursements Journals Liquidations Petty Cash Reimbursement Expense Receipts Travelling Expenses	5 years	5 years	10 years	Provided post-audited, finally settled and not involved in any case

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
	<b>Accounting Records</b>				
55	AUTHORITIES FOR ALLOWANCES Clothing Cost of Living Allowance (COLA) Hardship Representation and Transportation Allowance (RATA)	2 years		2 years	After terminated
56	BOOKS OF FINAL ENTRIES General Ledgers Journals and Analysis of Ledgers Subsidiary Ledgers	PERMANENT			
57	BOOKS OF ORIGINAL ENTRIES Cash/Check Disbursements Cash Receipts General Journals Journals and Analysis of Obligations Journals of Bills Rendered Journals of Checks Issued Journals of Collections and Deposits Journals of Disbursement by Disbursing Officers	PERMANENT			
58	CONSOLIDATED ANNUAL AUDIT REPORTS	PERMANENT			
59	NOTICES OF TRANSFER ALLOCATIONS	1 year		1 year	
60	QUARTERLY STATEMENTS OF CASH ADVANCES	5 years	5 years	10 years	
61	TRIAL BALANCES AND OTHER REPORTS Cumulative Results of Operations- Unappropriated Monthly/Quarterly Trial Balances  Preliminary/Final Annual Trial Balances Accountant's Copy  Auditor's Copy Regional Office Copy  Pre/Post Closing Trial Balances				
		PERMANENT			
		2 years		2 years	After consolidated in the Annual Financial Report
		5 years	5 years	10 years	After Annual Financial Report has been published
		PERMANENT			
		5 years	5 years	10 years	After Annual Financial Report has been published
		5 years		5 years	After Annual Financial Report has been published
	<b>Budget Records</b>				
62	AGENCY BUDGET MATRICES	3 years		3 years	
63	BUDGET CIRCULARS AND ISSUANCES	5 years	5 years	10 years	
64	BUDGET PROPOSALS & SUPPORTING DOCUMENTS	3 years		3 years	
65	GENERAL APPROPRIATION ACTS	3 years		3 years	
66	MONTHLY CASH PROGRAMS	3 years		3 years	

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
67	OBLIGATION REQUESTS	3 years		3 years	
68	PHYSICAL AND FINANCIAL PLANS	3 years		3 years	
69	PROGRAMS OF EXPENDITURES Local National	5 years	5 years	10 years	
70	REGISTRIES OF ALLOTMENT	5 years		5 years	
71	SPECIAL ALLOTMENT RELEASE ORDERS (SARO)	3 years		3 years	
72	SUB-ALLOTMENT RELEASE ORDERS (Sub-ARO)	3 years		3 years	
	<b>Cash Records</b>				
73	FIDELITY BONDS / BONDS	1 year		1 year	After renewed
74	OFFICIAL CASH BOOKS Collections Disbursements	PERMANENT			
75	OFFICIAL RECEIPTS	5 years	5 years	10 years	After post-audited, finally settled and not involved in any case
76	RECORD BOOKS FOR CHECKS RELEASES	5 years	5 years	10 years	After date of last entry
77	REPORTS Advices of Checks Issued and Cancelled Cash/Check Disbursements Checks Issued and Cancelled Collections Summaries of Checks Released and Cancelled Proportional Vacation Pay	5 years	5 years	10 years	
	<b>HEALTH AND NUTRITION SERVICES</b>				
78	HEALTH AND NUTRITION REPORTS Annual Monthly / Quarterly	PERMANENT			
		2 years		2 years	
79	LISTS HEALTH AND NUTRITION Personnel Distribution of Medicines & Supplies	1 year		1 year	After updated
80	MAGNA CARTA OF PUBLIC HEALTH WORKERS	PERMANENT			

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
81	MEDICAL / DENTAL RECORDS OF PERSONNEL / ATHLETES Dental / Medical Cards Health Profiles Laboratory Results	2 years	PERMANENT PERMANENT	2 years	
82	SCHEDULES OF NURSES AND DENTISTS	1 year		1 year	After updated
83	SPECIAL PROJECTS / PROGRAMS Dental Health Programs Medical and Nursing Health Programs Nutrition Programs  HUMAN RESOURCE MANAGEMENT SERVICES (PERSONNEL SERVICES)		PERMANENT		If implemented, otherwise, dispose after 5 years from date of record
84	ANNUAL SUMMARY REPORTS FOR REPLACEMENT PROGRAMS FOR NON-ELIGIBLES	5 years		5 years	After separated/retired of concerned employee
85	APPLICATIONS / RECOMMENDATIONS FOR EMPLOYMENT	1 year		1 year	
86	APPLICATIONS FOR LEAVE OF ABSENCES Maternity Parental (Solo Parent) Paternity Privilege/Special Rehabilitation Sick Study Terminal Vacation Violence Against Women and Children (VAWC) Details Stations	1 year		1 year	After recorded in Leave Cards
87	AUTHORITIES TO FILL VACANT POSITIONS	2 years		2 years	After position has been filled up
88	CLAIMS ON EMPLOYEES COMPENSATION	5 years	5 years	10 years	
89	CERTIFICATES OF ELIGIBLES	2 years		2 years	
90	CONTRACTS TO TEACH	5 years		5 years	After renewed / terminated and noted in Service Cards
91	DAILY TIME RECORDS	1 year		1 year	After data have been posted in Leave Cards and post-audited
92	EQUIVALENT RECORDS FORMS WITH TRANSMITTAL	5 years		5 years	After separated from office
93	JOB ORDER CONTRACTS	1 year		1 year	After terminated

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
94	LEAVE CARDS	5 years	10 years	15 years	After separated/retired of concerned employee
95	LETTERS OF INTRODUCTION	2 years		2 years	
96	MEDICAL CERTIFICATES DUE TO ILLNESS	3 years		3 years	After absences have been recorded in Leave Cards
97	MEMBERSHIP FILES GSIS Pag-Ibig PhilHealth Others	P E R M A N E N T			
98	MONTHLY REPORTS OF SERVICE AND ATTENDANCE / ABSTRACTS OF ABSENCES	2 years		2 years	
99	NEW APPRAISAL PERFORMANCE SYSTEM FILES Performance Appraisals/Evaluations/ Rating Reports Performance Rating Cards Performance Target Worksheets	1 year 5 years 1 year		1 year 5 years 1 year	After renewed/terminated
100	NOTICES OF ASSIGNMENTS Lists Details Stations	1 year		1 year	
101	PERMITS TO STUDY/TEACH	1 year		1 year	After renewed/terminated
102	PERSONNEL FOLDERS (201 FILES) Appointments Approvals of Retirement Awards Change of Status Designations Dropping from the Rolls (AWOL) First/Last Day of Service Certifications Longevity Notices of Salary Adjustment (NOSA) Notices of Step Increment (NOSI) Oaths of Office Personal Data Sheets (latest) Position Description Forms PRC Licenses Reports of Rating (Eligibilities) Resignations/Transfers/Reinstatements/ Return to Duty Retirements (GSIS Clearance) Separations Service Records (updated) Transcript of Records	5 years	10 years	15 years	After retired/separated
103	PERSONNEL SERVICES ITEMIZATION AND PLANTILLA OF PERSONNEL	P E R M A N E N T			Other copies dispose after 3 years

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
104	POSITION / ITEM FILES Conversion Creation Deployment Extension Reclassification and Transfer Requests for Position	2 years		2 years	After follow-up/approval
105	PROMOTION RECORDS	2 years		2 years	After vacant position has been filled
106	PUBLICATIONS OF VACANT POSITIONS Filling up of Positions Protest Ranking Recommendations	2 years		2 years	After vacant position has been filled
107	RECORDS OF SERVICE CREDITS	1 year		1 year	After recording in the level codes
108	SCHOLARSHIP FILES On-the-Job Trainees Students Teachers	2 years 1 year 4 years		2 years 1 year 4 years	After finishing the term After finishing the course
109	SEPARATION ORDERS / EXTRACTS OF RETIRED/TRANSFERRED/SEPARATED PERSONNEL	1 year		1 year	
110	SERVICE CARDS	P E R M A N E N T			
111	SERVICE RECORDS	2 years		2 years	After updated provided a copy is incorporated in 201 Files
112	STATEMENTS OF ASSETS AND LIABILITIES	5 years	5 years	10 years	
	<b>LEGAL SERVICES</b>				
113	ADMINISTRATIVE DECISIONS (With Respect to Cases/Opinions/Decisions/ Resolutions/Orders)	P E R M A N E N T			
114	CASES Administrative Civil Service Commission Department of Education Ombudsman Civil / Criminal	4 years	3 years	7 years	After finally settled except Decisions which are Permanent
115	COMPLAINTS / GRIEVANCES Actions Taken on the Complaints Counter Affidavits and/or Answers Investigation Reports Rejoinders Resolutions	5 years		5 years	After finally settled

6. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
116	CONTRACTS OF SERVICES (Contract Records including Correspondences/ Related Papers)	5 years		5 years	After renewed/terminated/ and finally settled
117	CORRECTIONS OF NAME / BIRTH DATE Personnel Students	PERMANENT			
118	DEEDS (Acquisition of Books/Teaching Aids and Vehicles) Donations Sale	PERMANENT			
119	MEMORANDA OF AGREEMENT/UNDERSTANDING  <b>PHYSICAL FACILITIES AND SCHOOL ENGINEERING SERVICES</b>	PERMANENT			
120	ASSESSMENTS OF SCHOOLS	5 years		5 years	
121	EDUCATIONAL FACILITIES MANAGEMENT MANUALS	PERMANENT			
122	INVENTORIES OF SCHOOL BUILDINGS AND FIXTURES	1 year		1 year	After superseded
123	SUMMARIES OF ESTIMATED COST OF REHABILITATION	5 years		5 years	
	<i>Basic Education Information Services</i>				
124	GOVERNMENT INFO SYSTEM BASED SCHOOL PROFILING SYSTEM PROJECTS	PERMANENT			
125	REQUESTS FOR DEMOLITION AND REPLACEMENT OF SCHOOL BUILDINGS	PERMANENT			
126	SCHOOL BUILDINGS / FURNITURES' PLANS AND SPECIFICATIONS	PERMANENT			
127	SCHOOL BUILDING PROGRAMS Listings of RED and BLACK Schools Budget Allocations Requests for Construction School Based Repair and Maintenance Scheme Site Ownership Site Development Plans	5 years		5 years	
		PERMANENT			
		PERMANENT			
128	SURVEYS OF WATER & ELECTRICITY FACILITY ASSESSMENT PROGRAMS	PERMANENT			



6. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
	<b>PLANNING SERVICES</b>				
129	<b>BASIC EDUCATION INFORMATION SYSTEM (EMIS) MODULES</b> Module I Clientele Identifications Clientele Database Module II Staff Personnel Database Module III Curriculum Database Module IV Legislations and Control Database Module V Physical Facilities (By Division/ District/Barangay) Module VI Financial Database Module VII Community Extension Database Module VIII Educational Planning, Research and Evaluation Database Quick Count Framework Module (BEIS-QC)				
130	<b>DEVELOPMENT PLANS</b> Action Strategic				
131	<b>PERFORMANCE INDICATORS</b> Achievement Rates Cohort / Survival Rates Completion Rates Dropout Rates Literacy Rates Participation Rates Promotion Rates Pupil-Classroom Ratios Pupil-Desk Ratios Pupil-Textbook Ratios Retention Rates	5 years	5 years	10 years	
132	<b>PERFORMANCE MEASURE FRAMEWORKS BY REGIONS AND BY QUARTERS</b>	3 years		3 years	
133	<b>PROFILES</b> Government Secondary School Profiles (GSSP) Private Schools				
134	<b>REQUESTS FOR ITEM POSITIONS</b>	2 years		2 years	After acted upon
135	<b>REPORTS</b> Accomplishments Annual Central				

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
cont. 135	<b>REPORTS</b> Accomplishments Annual Divisions Regions Quarterly/Monthly/Weekly Annual Audit B592 Supervisory Deployment Management Actions on Audit Findings Monitoring and Evaluation of Regional Projects Statistical Summaries Enrollment and Attendance Numbers of Teachers and Students Schools Statistical Bulletins  <b>SCHOOL MANAGEMENT</b>  <i>Alternative Learning System</i>				
		PERMANENT			
		1 year		1 year	After consolidated in Annual Report
		PERMANENT			
		1 year		1 year	After consolidated in Annual Report
		3 years		3 years	
		PERMANENT			
		PERMANENT			
136	ACCREDITATION AND EQUIVALENCY TEST RESULTS	PERMANENT			
137	ANSWER SHEETS				
	Used	6 months		6 months	Provided results have been tabulated and kept permanently
	Unused	6 months		6 months	
138	ADMINISTRATIVE-BASED DATA (MIS)	PERMANENT			
139	ANNUAL ACTION PLANS	PERMANENT			
	Lists of Target Clients Target Areas				
140	CAPABILITY BUILDING PROFILES	PERMANENT			
141	PROJECT FILES	PERMANENT			
	Balik-Paaralan Para sa Out-of-School Adult (BP-OSA) Community Learning Center (CLC) Learning Support Delivery System (LSDS) Literacy Service Contracting Scheme				
142	TEST BOOKLETS	6 months		6 months	Retain atleast 2 sets provided the original is kept permanently in the diskette/cd
	Elementary Level Secondary Level  <i>Promotional Division (Elementary and Secondary Divisions)</i>				
143	ACHIEVEMENT TEST RESULTS	PERMANENT			
	Division Achievement Tests National Achievement Tests Elementary Secondary				

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
cont. 143	ACHIEVEMENT TEST RESULTS Regional Achievement Tests School Achievement Tests	PERMANENT			
144	BOOK FILES Comments on the Evaluation of Books Requests for Certifications	5 years		5 years	After files have been recorded After acted upon
145	CERTIFICATIONS Enrollment Good Moral Character Graduation Report of Rating of Students Special Orders	1 year		1 year	
146	CHANGE OF NAME OF SCHOOLS	PERMANENT			
147	CLUSTERING / DECLUSTERING OF SCHOOL DOCUMENTS	3 years		3 years	After superseded
148	CONTESTS AND COMPETITIONS	2 years		2 years	
149	ESTABLISHMENTS / SEPARATIONS / INTEGRATION OF SCHOOLS	PERMANENT			
150	GOVERNMENT RECOGNITIONS (PRIVATE SCHOOLS)	PERMANENT			
151	INSTRUCTIONAL MATERIALS Books Modules Supplementary Readings Videos/CDs/Cassette Tapes/Films	PERMANENT			Retain 2 copies permanently in hard & soft copy. Other copies dispose 2 years after revised.
152	NATIONAL CAREER ASSESSMENT EXAMINATION RESULTS	PERMANENT			
153	PHILIPPINE VALIDATING EXAMINATIONS (NETRC)	PERMANENT			
154	PERMITS Cross-Enroll Study (Foreign Students)	2 years		2 years	After graduation
155	PROMOTIONAL REPORTS (ELEMENTARY/SECONDARY)	PERMANENT			
156	REQUESTS / APPROVALS Overload of Subjects for Graduating Students Summer Classes Transfer of Local/Foreign Students Translations of Diplomas	1 year		1 year	
157	SPECIAL PROGRAMS / PROJECTS Implemented Not-Implemented	PERMANENT			
		1 year		1 year	

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
158	SPECIAL ORDERS OF GRADUATION	PERMANENT			
159	SCHOLARSHIP GRANTS	PERMANENT			
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	
	<b>School Level Records</b>				
162	ACTION / DEVELOPMENT PLANS School Improvement Plans Supervisory Plans	PERMANENT			
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	PERMANENT			
168	CALENDARS OF ACTIVITIES	1 year		1 year	
169	CASES / FEASIBILITY STUDIES / RESEARCHES	PERMANENT			
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
		PERMANENT			
		PERMANENT			
		1 year		1 year	
		1 year		1 year	
		PERMANENT			
		PERMANENT			
		2 years		2 years	
		PERMANENT			
		PERMANENT			
		PERMANENT			

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)	PERMANENT			
172	CONSOLIDATED DATA OF TEACHING/ NON-TEACHING PERSONNEL (Form 31)	5 years		5 years	After updated/superseded
173	COURSES OF STUDY / SYLLABI	PERMANENT			
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			PERMANENT PERMANENT 2 years PERMANENT 1 year	After superseded
178	LIBRARY FILES Accession Books (PF 146) Book Cards (PF 149) Borrower's Cards Catalogue Cards (PF 150)			PERMANENT PERMANENT 1 year PERMANENT	After date of last entry
179	PERMITS Government Permits Government Recognitions Permits to Operate Permits to Study Tuition Fee Increases			PERMANENT PERMANENT 5 years 2 years 5 years	After expired After graduated
180	PROFILES Schools Socio-Economic of Pupils Students Teachers			PERMANENT 5 years 5 years 5 years 10 years 15 years	After graduated After graduated After separated/retired
181	PROPOSED ORGANIZATION OF CLASSES DepEd-MTAP Quiz Bee Science Quiz	PERMANENT			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	<b>REPORTS</b> 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  PERMANENT 2 years  PERMANENT  5 years 2 years 2 years		2 years  2 years 2 years  2 years  2 years  5 years 2 years 2 years	
186	<b>REQUESTS</b> Additional Courses Carry Overload Inclusion in the Enrollment Lists Summer Classes Transfer	2 years		2 years	After acted upon
187	<b>SCHOOL CALENDARS</b>	1 year		1 year	
188	<b>SCHOOL REGISTERS ( Form 1)</b>	PERMANENT			
189	<b>STUDENTS' TEST PAPERS/CLASS EXAMINATIONS</b>	1 year		1 year	
190	<b>SUPERVISORY PLANS FOR TEACHERS</b>	1 year		1 year	
191	<b>TEACHERS' SCHEDULES (Form 29)</b>	1 year		1 year	
192	<b>TEST RESULTS</b>	2 years		2 years	After consolidation
193	<b>TESTING MATERIALS</b>	PERMANENT			Other copies, dispose after 1 year
194	<b>YEAR BOOKS / ANNUAL BOOKS</b>	PERMANENT			

9. Prepared by:

*[Signature]*  
**MAXIMO C. ALJIBE, Ph. D., CESO IV**  
Director III  
Administrative Services  
TWG Coordinator

10. Assisted by:

*[Signature]*  
**VENECIA C. MAXIMO**  
Senior Records Management Analyst

11. Recommending Approval:

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

*[Signature]*  
**ATTY. FRANKLIN C. SUNGA**  
Undersecretary for Legal Affairs  
Co-Chairman, Technical Working Committee  
on the Development of DepED Records Manual

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

12. Approved:

*[Signature]*  
**JESLY A. LAPUS**  
DepED Secretary

**TO BE ACCOMPLISHED BY THE NATIONAL ARCHIVES OF THE PHILIPPINES**

This records Disposition Schedule

- is being returned for improvement/correction
- is being recommended for approval

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OF THE PHILIPPINES

*[Signature]*  
**VENECIA C. MAXIMO**  
Chairman  
Records Management Evaluation Committee

4/16/10

Date

APPROVED:

*[Signature]*  
**MARIETTA R. CHOU**  
Executive Director

April 19, 2010  
Date

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Republic of the Philippines  
**Department of Education**  
REGION III-CENTRAL LUZON



**REGIONAL MEMORANDUM**

No. 014 , s. 2025

**INVENTORY OF PUBLIC RECORDS**

To : Schools Division Superintendents  
Public Elementary and Secondary School Heads  
All Others Concerned

1. Pursuant to the implementation of the Republic Act No. 9470, otherwise known as *The National Archives of the Philippines Act of 2007* and relative to DepEd *MEMORANDUM NO. OUA-092023-5 re: Inventory of Records and Updating of DepEd Records Disposition Schedule (RDS)*, it is directed that Schools Division Offices, Public Elementary, Junior and Senior High Schools shall submit the following requirements:

- a. List of Records Officers/Custodians of the SDO, Public Elementary, Junior and Senior High Schools with their respective offices/school 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 1 detailed in Enclosure No. 2.

2. The law mandates that an inventory of all records must be done in all government offices to:

- a. Establish a public access registry and to identify DepEd employees who will be accountable or responsible for records management.
- b. Examine, identify, and make a list of records of all SDOs and public schools to have an effective records' tracking system.
- c. Help in classifying and preserving records which are of permanent and enduring value.
- d. Depreciate the effects of disaster and prepare a digitized records inventory.
- e. Plan a proposed retention period of records and implement an enhanced Records Disposition Schedule (RDS).

3. The guidelines in the submission of the requirements are the following:

- a. The Division Records Officer shall undertake inventory of all documents/records holding of the Records Unit, including those of all offices in the SDO.



**Address:** Matalino St. D.M. Government Center, Maimpis,  
City of San Fernando (P)

**Telephone Number:** (045) 598-8580 to 89

**Email Address:** region3@deped.gov.ph

**Website:** <https://region3.deped.gov.ph/>



Certificate No. PHP QMS  
24 93 0181





Republic of the Philippines  
**Department of Education**  
REGION III-CENTRAL LUZON

- b. The School Records Custodian shall likewise undertake inventory of records and submit to their respective SDOs using Enclosure No. 2 (NAP Form 1) duly signed by the School Records Custodian and approved by the School Head.
  - c. The Division Records Officer shall provide technical assistance to schools in the appraisal of the record's retention period.
  - d. The Division Records Officer shall consolidate the submitted fully accomplished NAP Form 1, to be endorsed by the Office of the Schools Division Superintendent to the Office of the Regional Director.
  - e. The required List of Division Records Officers and School Records Custodians and the fully accomplished NAP National Inventory Form 1 shall be submitted in both soft and hard copies to the Regional Office on or before February 24, 2025.
4. For item 4.c, the existing DepEd Records Disposition Schedule (RDS) (Enclosure No. 3) shall be used as a guide in accomplishing the records series and retention period in NAP Form 1.
5. 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 the inventory form, with proper records series and the proposed retention period will be updated in the enhanced DepEd RDS.
6. For more information, all concerned may email the Records Section, Administrative Service Division, DepEd Regional Office III at [records.ro3@deped.gov.ph](mailto:records.ro3@deped.gov.ph).
4. Immediate dissemination for compliance is desired.

**RONNIE S. MALLARI, PhD, CESO V**  
Regional Director

Encl.: As stated,  
References: R.A. No. 9470  
To be indicated in the Perpetual Index  
under the following subjects:

ARCHIVES PUBLIC RECORDS  
INVENTORY OFFICES SCHOOLS

Rec1  
January 6, 2025

A



Address: Matalino St. D.M. Government Center, Maimpis,  
City of San Fernando (P)  
Telephone Number: (045) 598-8580 to 89  
Email Address: [region3@deped.gov.ph](mailto:region3@deped.gov.ph)  
Website: <https://region3.deped.gov.ph/>



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<b>NATIONAL ARCHIVES OF THE PHILIPPINES</b> <i>Pambansang Sinupan ng Pilipinas</i>  <b>RECORDS DISPOSITION SCHEDULE</b>		1. AGENCY NAME: <b>DEPARTMENT OF EDUCATION</b>			
		2. ADDRESS: Ultra, Pasig City			
3. SCHEDULE NO.: 2		4. DATE PREPARED:			
5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
	<b>ADMINISTRATION &amp; MANAGEMENT</b>				
1	ACKNOWLEDGMENT LETTERS / RECEIPTS				To be filed with appropriate record series
2	ATHLETICS/SPORTS FILES Athletes' Profiles Letters/Endorsements Results Souvenir Programs	1 year		1 year	After graduated
3	AUTHORITIES TO TRAVEL Employees Officials Teachers/Principals/Asst. School Division Superintendents / Division Superintendents	2 years		2 years	
4	AWARDS AND COMMENDATIONS			PERMANENT	
5	BOARD / COUNCIL FILES Memoranda Original Letters Reports Resolutions			PERMANENT	
6	CALAMITY RECORDS	2 years		2 years	
7	CERTIFICATES OF APPEARANCE	1 year		1 year	
8	CERTIFICATIONS Certifications, Authentications and Verifications (CAV) Certificates of Graduation Diplomas Student Report Cards (Form 137) Special Orders Employment and Salary Enrollment Good Moral Character (Issued by the Superintendents)	1 year		1 year	

**IMPORTANT:** Pursuant to Section 18, Article III, RA 9470 s. 2007, "No government department, bureau, agency and instrumentality shall dispose of, destroy or authorize the disposal or destruction of any public records, which are in the custody or under its control except with the prior written authority of the executive director."

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
9	CHARTS Organizational/Functional Process Flow			PERMANENT	
10	CLEARANCES Students/Teachers/Employees Tuition Fees	1 year		1 year	
11	CREATION OF DIVISION AND DISTRICT OFFICE RECORDS			PERMANENT	
12	COMMITTEE FILES Investigating Tax Force			PERMANENT	
13	COMMUNICATIONS/CORRESPONDENCES Non-Routine				To be filed with appropriate records series After acted upon
	Routine	2 years		2 years	
14	DIRECTIVES / ISSUANCES Issued by the Head of Agency documenting policies, procedures, standards, rules and regulations, programs of the agency			PERMANENT	
	Issued by the Head of Agency reflecting routine information	2 years		2 years	After superseded
15	DIRECTORIES OF PERSONNEL / SCHOOL OFFICIALS Advisories Bulletins Circulars	2 years		2 years	After superseded
16	INQUIRIES / QUERIES Non-Routine				To be filed with appropriate records series After acted upon
	Routine	2 years		2 years	
17	LISTS Monuments/Shrines (National) Officials (Local/National)	1 year		1 year	After updated
18	MANUALS			PERMANENT	
19	MEETING FILES (ExeCom/ManCom) Committee Reports Minutes of Meetings Policies Resolutions Other Related Documents			PERMANENT	
20	MESSAGES / SPEECHES			PERMANENT	

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
21	PROGRAMS / PROJECTS (Papers including background materials, studies, analyses, notes, rough drafts, interim reports and related papers to management programs/projects)		PERMANENT		If implemented, otherwise, dispose after 5 years from date of record
22	PUBLICATIONS (Created by DepEd) Advertisements Advisories Books Journals Newsletters Press Releases		PERMANENT		Records Set
23	SEMINAR / WORKSHOP / CONVENTION INVITATIONS	1 year		1 year	
24	SOLICITATIONS	1 year		1 year	
25	SPECIMEN SIGNATURES		PERMANENT		
26	TRAVEL / VISIT FILES Foreign Local	1 year		1 year	
	<b>General Services</b>				
27	FUEL CONSUMPTION REPORTS	1 year		1 year	
28	JOB ORDERS	1 year		1 year	
29	STATEMENTS OF ACCOUNTS/BILLS (PASS, PLDT, Electric, Water)	5 years		5 years	After settled
30	TRIP TICKETS	1 year		1 year	
31	UTILITIES AND SERVICES RECORDS	1 year		1 year	
32	VEHICLE INSURANCE AND REGISTRATIONS	1 year		1 year	After renewed
33	VEHICLE MAINTENANCE AND OPERATIONS RECORDS	1 year		1 year	
	<b>Procurement Service and Supply/Property Records</b>				
34	ACKNOWLEDGMENT RECEIPTS OF EQUIPMENT (ARE) / MEMORANDUM RECEIPTS OF EQUIPMENT (MRE), SEMI-EXPENDABLE AND NON-EXPENDABLE PROPERTIES	1 year		1 year	After equipment had been returned
35	ANNUAL PROCUREMENT PROGRAMS	3 years		3 years	

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
36	INVENTORIES AND INSPECTION REPORTS OF UNSERVICEABLE PROPERTIES	1 year		1 year	After property has been returned
37	INVENTORIES OF SUPPLIES AND PROPERTIES/FIXTURES	1 year		1 year	After updated
38	LEDGER CARDS Equipment Supplies	2 years 5 years		2 years 5 years	After equipment had been disposed
39	PROCUREMENT FILES Abstracts Bids / Canvasses Evaluations of Quotations Bid Evaluations Contracts Invitations to Bid Minutes of Pre-Bid Conference Modes of Procurement (Resolution) Notices of Award Notices to Proceed Programs of Work Pre-Bid Bulletins Resolutions to Award BAC Resolutions Alternative Modes of Procurement Award Shopping and other modes of procurement and other pertinent documents	5 years	5 years	10 years	Provided project is completed and settled
40	PROPERTY INVENTORIES Buildings Equipment	1 year		1 year	After updated
41	PURCHASE ORDERS	4 years		4 years	
42	PURCHASE REQUESTS	1 year		1 year	
43	REPORTS Loss Waste Materials Inspection and Acceptance		PERMANENT		
		2 years 1 year		2 years 1 year	After property has been returned
44	REQUISITION AND ISSUE SLIPS (RIS)	1 year		1 year	
45	TRANSFERS WITHOUT COST		PERMANENT		
	<b>FINANCE MANAGEMENT</b>				
46	CERTIFICATIONS Last Payments Last Checks	1 year		1 year	

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
47	CHECKS Automated Payroll Deduction System Expenses Capital Outlay Personal Services Maintenance and other Operating Expenses ( MOOE) Funds Provident Realignment Transfer Trust/Special Purpose	5 years	5 years	10 years	Provided post-audited, finally settled and not involved in any case
48	FINANCIAL STATEMENTS Balance Sheets Statements of Operation/Income	PERMANENT			
49	NOTICES OF CASH ALLOCATIONS	3 years		3 years	
50	PAYROLLS / PAYROLL SHEETS	5 years	5 years	10 years	Provided post-audited, finally settled and not involved in any case
51	REMITTANCES (GSIS, HMDP, PhilHealth) Advices Lists Loans Premiums	5 years	5 years	10 years	
52	REPORTS Financial Cash Flow Statements of Income and Expenses Statements of Government Equities Lists of Due and Demandable Accounts Payable (LDDAP) Liquidations	5 years		5 years	After Annual Financial Report has been published
		3 years		3 years	After superseded
		5 years	5 years	10 years	
53	TAXES Advalorem/Duty Exemptions Expanded Value Added Tax Income Withholding Tax Certificates	3 years 3 years 3 years 3 years 4 years	3 years 3 years 3 years 3 years 4 years	6 years 6 years 6 years 6 years 4 years	After superseded
54	VOUCHERS, INCLUDING BILLS, INVOICES & OTHER SUPPORTING DOCUMENTS Disbursements Journals Liquidations Petty Cash Reimbursement Expense Receipts Travelling Expenses	5 years	5 years	10 years	Provided post-audited, finally settled and not involved in any case



5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
	<b>Accounting Records</b>				
55	AUTHORITIES FOR ALLOWANCES Clothing Cost of Living Allowance (COLA) Hardship Representation and Transportation Allowance (RATA)	2 years		2 years	After terminated
56	BOOKS OF FINAL ENTRIES General Ledgers Journals and Analysis of Ledgers Subsidiary Ledgers		PERMANENT		
57	BOOKS OF ORIGINAL ENTRIES Cash/Check Disbursements Cash Receipts General Journals Journals and Analysis of Obligations Journals of Bills Rendered Journals of Checks Issued Journals of Collections and Deposits Journals of Disbursement by Disbursing Officers		PERMANENT		
58	CONSOLIDATED ANNUAL AUDIT REPORTS		PERMANENT		
59	NOTICES OF TRANSFER ALLOCATIONS	1 year		1 year	
60	QUARTERLY STATEMENTS OF CASH ADVANCES	5 years	5 years	10 years	
61	TRIAL BALANCES AND OTHER REPORTS Cumulative Results of Operations- Unappropriated Monthly/Quarterly Trial Balances  Preliminary/Final Annual Trial Balances Accountant's Copy  Auditor's Copy Regional Office Copy  Pre/Post Closing Trial Balances		PERMANENT		
		2 years		2 years	After consolidated in the Annual Financial Report
		5 years	5 years	10 years	After Annual Financial Report has been published
		5 years	5 years	10 years	After Annual Financial Report has been published
		5 years		5 years	After Annual Financial Report has been published
	<b>Budget Records</b>				
62	AGENCY BUDGET MATRICES	3 years		3 years	
63	BUDGET CIRCULARS AND ISSUANCES	5 years	5 years	10 years	
64	BUDGET PROPOSALS & SUPPORTING DOCUMENTS	3 years		3 years	
65	GENERAL APPROPRIATION ACTS	3 years		3 years	
66	MONTHLY CASH PROGRAMS	3 years		3 years	

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
67	OBLIGATION REQUESTS	3 years		3 years	
68	PHYSICAL AND FINANCIAL PLANS	3 years		3 years	
69	PROGRAMS OF EXPENDITURES Local National	5 years	5 years	10 years	
70	REGISTRIES OF ALLOTMENT	5 years		5 years	
71	SPECIAL ALLOTMENT RELEASE ORDERS (SARO)	3 years		3 years	
72	SUB-ALLOTMENT RELEASE ORDERS (Sub-ARO)	3 years		3 years	
<b>Cash Records</b>					
73	FIDELITY BONDS / BONDS	1 year		1 year	After renewed
74	OFFICIAL CASH BOOKS Collections Disbursements	PERMANENT			
75	OFFICIAL RECEIPTS	5 years	5 years	10 years	After post-audited, finally settled and not involved in any case
76	RECORD BOOKS FOR CHECKS RELEASES	5 years	5 years	10 years	After date of last entry
77	REPORTS Advices of Checks Issued and Cancelled Cash/Check Disbursements Checks Issued and Cancelled Collections Summaries of Checks Released and Cancelled Proportional Vacation Pay	5 years	5 years	10 years	
<b>HEALTH AND NUTRITION SERVICES</b>					
78	HEALTH AND NUTRITION REPORTS Annual Monthly / Quarterly	PERMANENT			
		2 years		2 years	
79	LISTS HEALTH AND NUTRITION Personnel Distribution of Medicines & Supplies	1 year		1 year	After updated
80	MAGNA CARTA OF PUBLIC HEALTH WORKERS	PERMANENT			

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
81	<b>MEDICAL / DENTAL RECORDS OF PERSONNEL / ATHLETES</b> Dental / Medical Cards Health Profiles Laboratory Results		<b>PERMANENT</b>		
		2 years		2 years	
82	<b>SCHEDULES OF NURSES AND DENTISTS</b>	1 year		1 year	After updated
83	<b>SPECIAL PROJECTS / PROGRAMS</b> Dental Health Programs Medical and Nursing Health Programs Nutrition Programs		<b>PERMANENT</b>		If implemented, otherwise, dispose after 5 years from date of record
	<b>HUMAN RESOURCE MANAGEMENT SERVICES (PERSONNEL SERVICES)</b>				
84	<b>ANNUAL SUMMARY REPORTS FOR REPLACEMENT PROGRAMS FOR NON-ELIGIBLES</b>	5 years		5 years	After separated/retired of concerned employee
85	<b>APPLICATIONS / RECOMMENDATIONS FOR EMPLOYMENT</b>	1 year		1 year	
86	<b>APPLICATIONS FOR LEAVE OF ABSENCES</b> Maternity Parental (Solo Parent) Paternity Privilege/Special Rehabilitation Sick Study Terminal Vacation Violence Against Women and Children (VAWC) Details Stations	1 year		1 year	After recorded in Leave Cards
87	<b>AUTHORITIES TO FILL VACANT POSITIONS</b>	2 years		2 years	After position has been filled up
88	<b>CLAIMS ON EMPLOYEES COMPENSATION</b>	5 years	5 years	10 years	
89	<b>CERTIFICATES OF ELIGIBLES</b>	2 years		2 years	
90	<b>CONTRACTS TO TEACH</b>	5 years		5 years	After renewed / terminated and noted in Service Cards
91	<b>DAILY TIME RECORDS</b>	1 year		1 year	After data have been posted in Leave Cards and post-audited
92	<b>EQUIVALENT RECORDS FORMS WITH TRANSMITTAL</b>	5 years		5 years	After separated from office
93	<b>JOB ORDER CONTRACTS</b>	1 year		1 year	After terminated

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
94	LEAVE CARDS	5 years	10 years	15 years	After separated/retired of concerned employee
95	LETTERS OF INTRODUCTION	2 years		2 years	
96	MEDICAL CERTIFICATES DUE TO ILLNESS	3 years		3 years	After absences have been recorded in Leave Cards
97	MEMBERSHIP FILES GSIS Pag-Ibig PhilHealth Others	P E R M A N E N T			
98	MONTHLY REPORTS OF SERVICE AND ATTENDANCE / ABSTRACTS OF ABSENCES	2 years		2 years	
99	NEW APPRAISAL PERFORMANCE SYSTEM FILES Performance Appraisals/Evaluations/ Rating Reports Performance Rating Cards Performance Target Worksheets	1 year 5 years 1 year		1 year 5 years 1 year	After renewed/terminated
100	NOTICES OF ASSIGNMENTS Lists Details Stations	1 year		1 year	
101	PERMITS TO STUDY/TEACH	1 year		1 year	After renewed/terminated
102	PERSONNEL FOLDERS (201 FILES) Appointments Approvals of Retirement Awards Change of Status Designations Dropping from the Rolls (AWOL) First/Last Day of Service Certifications Longevity Notices of Salary Adjustment (NOSA) Notices of Step Increment (NOSI) Oaths of Office Personal Data Sheets (latest) Position Description Forms PRC Licenses Reports of Rating (Eligibilities) Resignations/Transfers/Reinstatements/ Return to Duty Retirements (GSIS Clearance) Separations Service Records (updated) Transcript of Records	5 years	10 years	15 years	After retired/separated
103	PERSONNEL SERVICES ITEMIZATION AND PLANTILLA OF PERSONNEL	P E R M A N E N T			Other copies dispose after 3 years

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
104	POSITION / ITEM FILES Conversion Creation Deployment Extension Reclassification and Transfer Requests for Position	2 years		2 years	After follow-up/approval
105	PROMOTION RECORDS	2 years		2 years	After vacant position has been filled
106	PUBLICATIONS OF VACANT POSITIONS Filling up of Positions Protest Ranking Recommendations	2 years		2 years	After vacant position has been filled
107	RECORDS OF SERVICE CREDITS	1 year		1 year	After recording in the level codes
108	SCHOLARSHIP FILES On-the-Job Trainees Students Teachers	2 years 1 year 4 years		2 years 1 year 4 years	After finishing the term After finishing the course
109	SEPARATION ORDERS / EXTRACTS OF RETIRED/TRANSFERRED/SEPARATED PERSONNEL	1 year		1 year	
110	SERVICE CARDS	P E R M A N E N T			
111	SERVICE RECORDS	2 years		2 years	After updated provided a copy is incorporated in 201 Files
112	STATEMENTS OF ASSETS AND LIABILITIES	5 years	5 years	10 years	
	<b>LEGAL SERVICES</b>				
113	ADMINISTRATIVE DECISIONS (With Respect to Cases/Opinions/Decisions/ Resolutions/Orders)	P E R M A N E N T			
114	CASES Administrative Civil Service Commission Department of Education Ombudsman Civil / Criminal	4 years	3 years	7 years	After finally settled except Decisions which are Permanent
115	COMPLAINTS / GRIEVANCES Actions Taken on the Complaints Counter Affidavits and/or Answers Investigation Reports Rejoinders Resolutions	5 years		5 years	After finally settled

6. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
116	CONTRACTS OF SERVICES (Contract Records including Correspondences/ Related Papers)	5 years		5 years	After renewed/terminated/ and finally settled
117	CORRECTIONS OF NAME / BIRTH DATE Personnel Students	PERMANENT			
118	DEEDS (Acquisition of Books/Teaching Aids and Vehicles) Donations Sale	PERMANENT			
119	MEMORANDA OF AGREEMENT/UNDERSTANDING  PHYSICAL FACILITIES AND SCHOOL ENGINEERING SERVICES	PERMANENT			
120	ASSESSMENTS OF SCHOOLS	5 years		5 years	
121	EDUCATIONAL FACILITIES MANAGEMENT MANUALS	PERMANENT			
122	INVENTORIES OF SCHOOL BUILDINGS AND FIXTURES	1 year		1 year	After superseded
123	SUMMARIES OF ESTIMATED COST OF REHABILITATION  <i>Basic Education Information Services</i>	5 years		5 years	
124	GOVERNMENT INFO SYSTEM BASED SCHOOL PROFILING SYSTEM PROJECTS	PERMANENT			
125	REQUESTS FOR DEMOLITION AND REPLACEMENT OF SCHOOL BUILDINGS	PERMANENT			
126	SCHOOL BUILDINGS / FURNITURES' PLANS AND SPECIFICATIONS	PERMANENT			
127	SCHOOL BUILDING PROGRAMS Listings of RED and BLACK Schools Budget Allocations Requests for Construction School Based Repair and Maintenance Scheme Site Ownership Site Development Plans	5 years		5 years	
128	SURVEYS OF WATER & ELECTRICITY FACILITY ASSESSMENT PROGRAMS	PERMANENT			

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
	<b>PLANNING SERVICES</b>				
129	<b>BASIC EDUCATION INFORMATION SYSTEM (EMIS) MODULES</b> Module I Clientele Identifications Clientele Database Module II Staff Personnel Database Module III Curriculum Database Module IV Legislations and Control Database Module V Physical Facilities (By Division/ District/Barangay) Module VI Financial Database Module VII Community Extension Database Module VIII Educational Planning, Research and Evaluation Database Quick Count Framework Module (BEIS-QC)				
130	<b>DEVELOPMENT PLANS</b> Action Strategic				
131	<b>PERFORMANCE INDICATORS</b> Achievement Rates Cohort / Survival Rates Completion Rates Dropout Rates Literacy Rates Participation Rates Promotion Rates Pupil-Classroom Ratios Pupil-Desk Ratios Pupil-Textbook Ratios Retention Rates	5 years	5 years	10 years	
132	<b>PERFORMANCE MEASURE FRAMEWORKS BY REGIONS AND BY QUARTERS</b>	3 years		3 years	
133	<b>PROFILES</b> Government Secondary School Profiles (GSSP) Private Schools				
134	<b>REQUESTS FOR ITEM POSITIONS</b>	2 years		2 years	After acted upon
135	<b>REPORTS</b> Accomplishments Annual Central				

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
cont. 135	<b>REPORTS</b> Accomplishments Annual Divisions Regions Quarterly/Monthly/Weekly Annual Audit B592 Supervisory Deployment Management Actions on Audit Findings Monitoring and Evaluation of Regional Projects Statistical Summaries Enrollment and Attendance Numbers of Teachers and Students Schools Statistical Bulletins  <b>SCHOOL MANAGEMENT</b>  <i>Alternative Learning System</i>				
			PERMANENT		
		1 year		1 year	After consolidated in Annual Report
			PERMANENT		
		1 year		1 year	After consolidated in Annual Report
		3 years		3 years	
			PERMANENT		
			PERMANENT		
136	<b>ACCREDITATION AND EQUIVALENCY TEST RESULTS</b>		PERMANENT		
137	<b>ANSWER SHEETS</b> Used  Unused	6 months		6 months	Provided results have been tabulated and kept permanently
		6 months		6 months	
138	<b>ADMINISTRATIVE-BASED DATA (MIS)</b>		PERMANENT		
139	<b>ANNUAL ACTION PLANS</b> Lists of Target Clients Target Areas		PERMANENT		
140	<b>CAPABILITY BUILDING PROFILES</b>		PERMANENT		
141	<b>PROJECT FILES</b> Balik-Paaralan Para sa Out-of-School Adult (BP-OSA) Community Learning Center (CLC) Learning Support Delivery System (LSDS) Literacy Service Contracting Scheme		PERMANENT		
142	<b>TEST BOOKLETS</b> Elementary Level Secondary Level  <i>Promotional Division (Elementary and Secondary Divisions)</i>	6 months		6 months	Retain atleast 2 sets provided the original is kept permanently in the diskette/cd
143	<b>ACHIEVEMENT TEST RESULTS</b> Division Achievement Tests National Achievement Tests Elementary Secondary		PERMANENT		




5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
cont. 143	ACHIEVEMENT TEST RESULTS Regional Achievement Tests School Achievement Tests	P E R M A N E N T			
144	BOOK FILES Comments on the Evaluation of Books Requests for Certifications	5 years		5 years	After files have been recorded After acted upon
145	CERTIFICATIONS Enrollment Good Moral Character Graduation Report of Rating of Students Special Orders	1 year		1 year	
146	CHANGE OF NAME OF SCHOOLS	P E R M A N E N T			
147	CLUSTERING / DECLUSTERING OF SCHOOL DOCUMENTS	3 years		3 years	After superseded
148	CONTESTS AND COMPETITIONS	2 years		2 years	
149	ESTABLISHMENTS / SEPARATIONS / INTEGRATION OF SCHOOLS	P E R M A N E N T			
150	GOVERNMENT RECOGNITIONS (PRIVATE SCHOOLS)	P E R M A N E N T			
151	INSTRUCTIONAL MATERIALS Books Modules Supplementary Readings Videos/CDs/Cassette Tapes/Films	P E R M A N E N T			Retain 2 copies permanently in hard & soft copy. Other copies dispose 2 years after revised.
152	NATIONAL CAREER ASSESSMENT EXAMINATION RESULTS	P E R M A N E N T			
153	PHILIPPINE VALIDATING EXAMINATIONS (NETRC)	P E R M A N E N T			
154	PERMITS Cross-Enroll Study (Foreign Students)	2 years		2 years	After graduation
155	PROMOTIONAL REPORTS (ELEMENTARY/SECONDARY)	P E R M A N E N T			
156	REQUESTS / APPROVALS Overload of Subjects for Graduating Students Summer Classes Transfer of Local/Foreign Students Translations of Diplomas	1 year		1 year	
157	SPECIAL PROGRAMS / PROJECTS Implemented Not-Implemented	P E R M A N E N T			
		1 year		1 year	

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
158	SPECIAL ORDERS OF GRADUATION	PERMANENT			
159	SCHOLARSHIP GRANTS	PERMANENT			
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	
	<i>School Level Records</i>				
162	ACTION / DEVELOPMENT PLANS School Improvement Plans Supervisory Plans	PERMANENT			
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	PERMANENT			
168	CALENDARS OF ACTIVITIES	1 year		1 year	
169	CASES / FEASIBILITY STUDIES / RESEARCHES	PERMANENT			
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
		PERMANENT			
		PERMANENT			
		1 year		1 year	
		1 year		1 year	
		PERMANENT			
		PERMANENT			
		2 years		2 years	
		PERMANENT			
		PERMANENT			



5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
185	<b>REPORTS</b> 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 PERMANENT 2 years PERMANENT  5 years 2 years 2 years		2 years  2 years 2 years 2 years  2 years  5 years 2 years 2 years	
186	<b>REQUESTS</b> Additional Courses Carry Overload Inclusion in the Enrollment Lists Summer Classes Transfer	2 years		2 years	After acted upon
187	<b>SCHOOL CALENDARS</b>	1 year		1 year	
188	<b>SCHOOL REGISTERS ( Form 1)</b>		PERMANENT		
189	<b>STUDENTS' TEST PAPERS/CLASS EXAMINATIONS</b>	1 year		1 year	
190	<b>SUPERVISORY PLANS FOR TEACHERS</b>	1 year		1 year	
191	<b>TEACHERS' SCHEDULES (Form 29)</b>	1 year		1 year	
192	<b>TEST RESULTS</b>	2 years		2 years	After consolidation
193	<b>TESTING MATERIALS</b>		PERMANENT		Other copies, dispose after 1 year
194	<b>YEAR BOOKS / ANNUAL BOOKS</b>		PERMANENT		

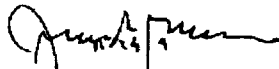
9. Prepared by:


  
**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. SUNIGA**  
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

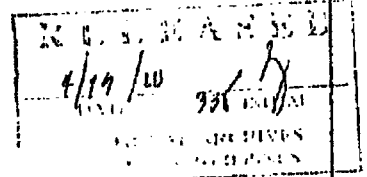
12. Approved:


  
**JESLI A. LAPUS**  
DepED Secretary

**TO BE ACCOMPLISHED BY THE NATIONAL ARCHIVES OF THE PHILIPPINES**

This records Disposition Schedule

- is being returned for improvement correction
- is being recommended for approval



  
**VENECIA C. MAXIMO**  
Chairman  
Records Management Evaluation Committee

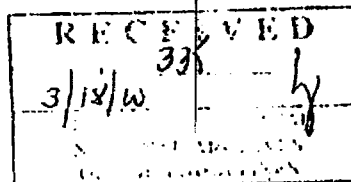
4/16/10  
Date

APPROVED:

  
**MARIETTA R. CHOU**  
Executive Director

April 13, 2010  
Date

**NATIONAL ARCHIVES OF THE PHILIPPINES**  
**RECEIVED**  
No. 267 Date 3-17-10  
RECORDS MANAGEMENT SERVICES DIVISION



# VOLUME OF RECORDS

ONE FILING DRAWER

= 0.056 cu.m.

ONE 4-DRAWER FILING DRAWER CABINET

= 0.224 cu.m.

OPEN SHELVES

= length x width x height

