



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

January 27, 2026

**DIVISION MEMORANDUM**

No. 056, s. 2026

**INVENTORY OF PUBLIC RECORDS**

(covering the period January 1, 2025, to December 31, 2025)

To: Assistant Schools Division Superintendent  
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, including Senior High Schools, are hereby directed to conduct and submit an **Inventory of Public Records covering the period January 1, 2025, to December 31, 2025**.
2. The conduct of the inventory aims to:
  - a. Establish a public access registry and identify DepEd personnel accountable for records management;
  - b. Examine, identify, and consolidate the list of all SDO and school records to ensure an effective records tracking system.
  - c. Assist in the proper classification and preservation of records with permanent and enduring value;
  - d. Mitigate the effects of disasters through preparedness and digitization of records; and
  - e. Guide offices and schools in planning retention periods and in implementing an enhanced **Records Disposition Schedule (RDS)**.
3. Hence, all concerned offices and schools shall **conduct a physical inventory of records** and accomplish the prescribed **NAP Inventory Form (Enclosure No. 2)**. The accomplished report shall be **submitted through hardcopy at the Records Unit and online, via this link: <https://tinyurl.com/IOPR-2025>**.



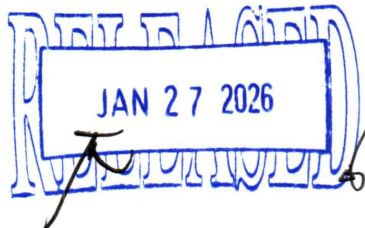
Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)  
Telephone No.: (045) 435-2728; (045) 435-7404  
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4. **All concerned offices and schools shall submit the accomplished Inventory of Public Records on or before February 27, 2026.** Submissions beyond the said date shall be subject to existing rules and regulations.
5. The following guidelines shall be observed in the submission of reports:
  - a. The School Administrative Officer/Registrar/Designated School Records Officer/Custodian shall undertake the inventory of all documents and records held by the school.
  - b. The same officer shall ensure the completeness and accuracy of the inventory and submit the accomplished report through hardcopy to the records unit and to the provided link.
  - c. A **scanned copy of Enclosure No. 2 (NAP Form 1)**, duly signed by the School Administrative Officer/Designated School Records Officer/Custodian and approved by the School Head, shall be uploaded in the same link.
  - d. All inventory of records gathered from each school shall be compiled, reviewed, and consolidated per District or per approved school cluster by the designated School Records Officer/Custodian. Only the consolidated inventory, duly signed by the School Records Officer/Custodian and approved by the School Head, shall be submitted in hard copy to the Records Unit. **Individual or uncollated submissions shall not be accepted.**
6. To ensure proper guidance and compliance, the Division, through the **Records Officer**, shall provide technical assistance to schools and offices as necessary.
7. Attached to this Memorandum are the **updated NAP General Records Disposition Schedule (RDS)**, volume of records guide, and a **sample accomplished NAP Form 1**, which shall serve as references in completing the inventory. Records not listed in the RDS may still be included as additional record series for proper documentation.
8. For information, wide dissemination, and 100% compliance.

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Encl.: As stated

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



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NAP Records Inventory and Appraisal Form 2024

**LEGEND:**

**T - Temporary**  
**Adm - Administrative**

P - Permanent  
F - Fiscal      L - Legal      Arc - Archival

**ASSISTED BY:**

**APPROVED BY:**

**NAP Records Management Analyst**

**Chief of the Division/Department**

(Enclosure No. 1)

## ANNEX "A"

### **LIST OF DEPED RECORDS OFFICERS/CUSTODIANS**

[illegible]

**Prepared by:**

**Abstract**

**Approved by:**

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<div>NATIONAL ARCHIVES OF THE PHILIPPINES Pambansang Sinupan ng Pilipinas</div> <div>RECORDS INVENTORY AND APPRAISAL</div>			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. RESTRICTION/S	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 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:
<div>SIGNATURE OVER PRINTED NAME OF ADM/REGISTRAR/NON-TEACHING PERSONNEL      LEAVE THIS BLANK      SIGNATURE OVER PRINTED NAME OF THE SCHOOL HEAD</div> <div>_____ Name and Position      NAP Records Management Analyst      _____ Chief of the Division/Department</div>		

<b>NATIONAL ARCHIVES OF THE PHILIPPINES</b> <i>Pambansang Sinupan ng Pilipinas</i> <b>RECORDS DISPOSITION SCHEDULE</b>		<b>1. AGENCY NAME:</b> <b>DEPARTMENT OF EDUCATION</b>		
<b>3. SCHEDULE NO.:</b> <b>2</b>		<b>2. ADDRESS:</b> <b>Ultra, Pasig City</b>		
<b>5. ITEM NO.</b>		<b>4. DATE PREPARED:</b>		<b>6. RECORD SERIES TITLE AND DESCRIPTION</b>
<b>7. RETENTION PERIOD</b>	<b>8. REMARKS</b>	<b>Active</b>	<b>Storage</b>	<b>Total</b>
<b>1</b>	<b>ADMINISTRATION &amp; MANAGEMENT</b>	<b>ACKNOWLEDGMENT LETTERS / RECEIPTS</b>	<b>1 year</b>	<b>1 year</b>
<b>2</b>	<b>ATHLETICS/SPORTS FILES</b> Athletes' Profiles Letters/Endorsements Results Souvenir Programs	<b>2 years</b>	<b>2 years</b>	<b>2 years</b>
<b>3</b>	<b>AUTHORITIES TO TRAVEL</b> Employees Officials Teachers/Principals/Asst. School Division Superintendents / Division Superintendents	<b>PERMANENT</b>	<b>PERMANENT</b>	<b>PERMANENT</b>
<b>4</b>	<b>AWARDS AND COMMENDATIONS</b>	<b>PERMANENT</b>	<b>PERMANENT</b>	<b>PERMANENT</b>
<b>5</b>	<b>BOARD / COUNCIL FILES</b> Memoranda Original Letters Reports Resolutions	<b>2 years</b>	<b>2 years</b>	<b>2 years</b>
<b>6</b>	<b>CALAMITY RECORDS</b>	<b>1 year</b>	<b>1 year</b>	<b>1 year</b>
<b>7</b>	<b>CERTIFICATES OF APPEARANCE</b>	<b>1 year</b>	<b>1 year</b>	<b>1 year</b>
<b>8</b>	<b>CERTIFICATIONS</b> 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)	<b>PERMANENT</b>	<b>PERMANENT</b>	<b>PERMANENT</b>

**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	
	<i>General Services</i>				
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	
	<i>Procurement Service and Supply/Property Records</i>				
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			9. 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	2 years		2 years	After equipment had been disposed
	Supplies	5 years		5 years	
39	PROCUREMENT FILES	5 years	5 years	10 years	Provided project is completed and settled
	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				
40	PROPERTY INVENTORIES	1 year		1 year	After updated
	Buildings				
	Equipment				
41	PURCHASE ORDERS	4 years		4 years	
42	PURCHASE REQUESTS	1 year		1 year	
43	REPORTS				
	Loss	P E R M A N E N T			
	Waste Materials	2 years		2 years	
	Inspection and Acceptance	1 year		1 year	After property has been returned
44	REQUISITION AND ISSUE SLIPS (RIS)	1 year		1 year	
45	TRANSFERS WITHOUT COST	P E R M A N E N T			
	FINANCE MANAGEMENT				
46	CERTIFICATIONS	1 year		1 year	
	Last Payments				
	Last Checks				

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
		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 employees
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	PERMANENT			After superseded
	PHYSICAL FACILITIES AND SCHOOL ENGINEERING SERVICES				
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	
123	SUMMARIES OF ESTIMATED COST OF REHABILITATION	5 years		5 years	
	Basic Education Information Services				
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)	<b>PERMANENT</b>			
130	<b>DEVELOPMENT PLANS</b> Action Strategic	<b>PERMANENT</b>			
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	<b>PERMANENT</b>			
134	<b>REQUESTS FOR ITEM POSITIONS</b>	2 years		2 years	After acted upon
135	<b>REPORTS</b> Accomplishments Annual Central	<b>PERMANENT</b>			

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			
		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-Paaraan 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				



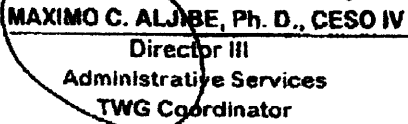
5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
cont. 143	ACHIEVEMENT TEST RESULTS Regional Achievement Tests School Achievement Tests	PERMANENT			After files have been recorded After acted upon
144	BOOK FILES Comments on the Evaluation of Books Requests for Certifications	5 years		5 years	
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			After superseded
147	CLUSTERING / DECLUSTERING OF SCHOOL DOCUMENTS	3 years		3 years	
148	CONTESTS AND COMPETITIONS	2 years		2 years	
149	ESTABLISHMENTS / SEPARATIONS / INTEGRATION OF SCHOOLS	PERMANENT			Retain 2 copies permanently in hard & soft copy. Other copies dispose 2 years after revised.
150	GOVERNMENT RECOGNITIONS (PRIVATE SCHOOLS)	PERMANENT			
151	INSTRUCTIONAL MATERIALS Books Modules Supplementary Readings Videos/CDs/Cassette Tapes/Films	PERMANENT			
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	
	School Level Records				
162	ACTION / DEVELOPMENT PLANS School Improvement Plans Supervisory Plans	PERMANENT			
163	ADMISSION TESTS	3 years		3 years	
164	APPLICATIONS Accreditations Enrollment Entrance Examinations Graduation and Special Orders Permits/Recognitions	2 years		2 years	
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	5 years		5 years	
	Class Cards (Form 138-A)	PERMANENT			
	Class Observation and Supervisory Reports (Form 176)	PERMANENT			
	Class Schedules (Form 30)	1 year		1 year	
	Class Values Charts	1 year		1 year	
	Diplomas	PERMANENT			
	Lists of Honor Graduates	PERMANENT			
	Nutritional Status of Pupils	2 years		2 years	
	Report Cards (Form 138)	PERMANENT			
	Student Permanent Records (Form 137-A)	PERMANENT			
	Summary of Units Taken (Form 9)	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		2 years 1 year	After superseded
178	LIBRARY FILES Accession Books (PF 148) Book Cards (PF 149) Borrower's Cards Catalogue Cards (PF 150)	PERMANENT PERMANENT 1 year PERMANENT		1 year	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		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		5 years 5 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

6. 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)	2 years		2 years	
	Administrators				
	Principals				
	Monthly Enrollment (Form 2)	2 years		2 years	
	Narrative Reports of Department Heads	2 years		2 years	
	Number of Schools/Students/ Promotions (Summarized)	2 years		2 years	
	Performance Indicators (Yearly Report)				
	Physical Inventory Reports	2 years		2 years	
	Reports on Promotion				
	18-A Secondary Schools				
	18-E1 Primary Grades I-IV				
	18-E2 Intermediate Grades V-VI				
	School Fund/Financial Reports	5 years		5 years	
	Summaries of Monthly Attendance (Form 7)	2 years		2 years	
	Supervisory	2 years		2 years	
186	REQUESTS	2 years		2 years	After acted upon
	Additional Courses				
	Carry Overload				
	Inclusion in the Enrollment Lists				
	Summer Classes				
	Transfer				
187	SCHOOL CALENDARS	1 year		1 year	
188	SCHOOL REGISTERS (Form 1)				
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				Other copies, dispose after 1 year
194	YEAR BOOKS / ANNUAL BOOKS				

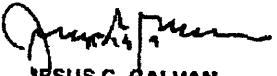
9. Prepared by:

  
**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. SURUGA**  
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

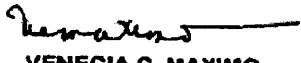
12. Approved:

  
**JESLI A. LAPUS**  
DepED Secretary

TO BE ACCOMPLISHED BY THE NATIONAL ARCHIVES OF THE PHILIPPINES

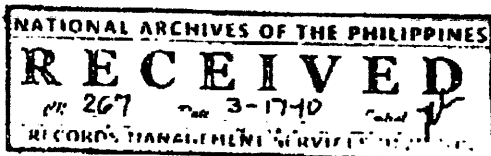
This records Disposition Schedule

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

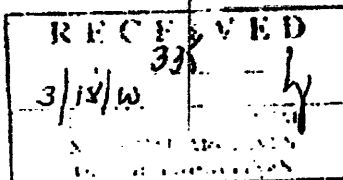
  
**VENECIA C. MAXIMO**  
Chairman  
Records Management Evaluation Committee  
4/16/10  
Date

APPROVED:

  
**MARIETTA R. CHOU**  
Executive Director



April 13, 2010  
Date





# 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

