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

September 30, 2026

DIVISION MEMORANDUM
No. 572 s. 2026

SUBMISSION OF REPORT ON DAMAGED RECORDS OF PUBLIC ELEMENTARY AND SECONDARY SCHOOLS IN SDO PAMPANGA

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. 355, s. 2026, all public elementary and secondary schools under the Schools Division Office of Pampanga are directed to conduct a thorough assessment of school records and submit a formal report on any documents damaged by flooding, intense rainfall, or associated weather-related events.

2. All schools shall fill out and submit the Initial Report on Damaged Records via this online facility:

https://forms.cloud.microsoft/r/ckimhbzJiU

3. Schools that have sustained **no damage** to their records shall nonetheless complete the online form and submit a duly signed **Certification of No Damaged Records**.

Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)
Telephone No.: (045) 435-2728; (045) 435-7404
Email Address: pampanga@deped.gov.ph
Website: www.depedpampanga.ph

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

4. For schools with damaged records, the online report shall be accompanied by the accomplished NAP Form 3 (Records Disposal Request) and photo documentation of the damaged records.

5. All schools shall upload the duly accomplished **NAP Form 3** and **Certification of No Damaged Records** to their respective Cluster or District folder under the main "Pampanga" folder in the designated online repository.

https://tinyurl.com/SDOReportWDR

6. All reports and supporting documents must be uploaded or submitted not later than **October 12, 2026**.

7. Queries or clarifications may be coursed through the **Division Records Officer**, **MARIETA O. LARIN**. Everyone is enjoined to share this memorandum widely and to adhere strictly to the herein directives.

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

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OCT 01 2026

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

DEPARTMENT OF EDUCATION
RECORDS SECTION REGIONAL OFFICE NO. III
RECEIVED
SEP 23 2026
DATE:

REGIONAL MEMORANDUM
No. 355, s. 2026

SUBMISSION OF REPORT ON DAMAGED RECORDS OF SCHOOLS DIVISION OFFICES, PUBLIC ELEMENTARY AND SECONDARY SCHOOLS

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

1. In compliance with National Archives of the Philippines (NAP) Memorandum Circular No. 001, series 2014 on the guidelines on records recovery and disposal measures, all Division Records Officers are requested to monitor and report the extent of damages on records holdings of public elementary and secondary schools due to flooding caused by heavy rainfalls brought by southwest monsoon "*Habagat*" in several parts of Central Luzon.

2. If affected records are still retrievable, the following guidelines shall be followed:

- Check existing and remaining records against the school's inventory of records.
- Vital records must be prioritized for recovery or restoration.
- Ensure safe handling in the retrieval of records, relocation and documentation procedures.
- Remove records from affected areas and transfer to secured facilities.
- Air dry water damaged records away from sunlight. Do not dry damaged water under the sun. UV rays from the sunlight will cause fading of what is written or printed on paper documents. Use electric fan but don't point directly at the records.
- Do not attempt to separate papers which are stuck together.
- If restoration is not possible with available resources, coordinate with NAP, through the Regional Records Officer for proper technical assistance.

3. The list of damaged records for disposal is to be uploaded on this link https://tinyurl.com/SDOReportWDR, using NAP Form 3 (Record Disposal Request), on or before October 15, 2026.

4. Records damaged by water and other elements can be disposed of only after securing authority from NAP.

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

5. For further inquiries, coordinate with Ms. Olivia M. Sibug, Administrative Officer V, Head of Records Section, this Office, at e-mail addresses: olivia.sibug@deped.gov.ph or records.ro3@deped.gov.ph.

6. For compliance.

TOLENTINO G. AQUINO
Regional Director

Encl.: None
References: As stated,
To be indicated in the Perpetual Index
under the following subjects:

ARCHIVES RECORDS
INVENTORY SCHOOLS

AO1/REC 1
September 15, 2026

NAP Form No. 3
Revised 2012

Accomplish in 3 copies

NATIONAL ARCHIVES OF THE PHILIPPINES
Pambansang Sinupan ng Pilipinas

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

AGENCY NAME:

ADDRESS:

DATE:

TELEPHONE NUMBER:

GRDS/ RDS ITEM NO.	RECORD SERIES TITLE AND DESCRIPTION	PERIOD COVERED	RETENTION PERIOD AND PROVISION/S COMPLIED *(If Any)*
	ADMINISTRATIVE AND MANAGEMENT		
1	• ACKNOWLEDGMENT LETTERS/RECEIPTS	2013 – 2018	1 YR
2	• ATHLETICS/SPORTS FILES ➢ LETTERS/ENDORSEMENT	2013	1 YR
3	• AUTHOURITIES TO TRAVEL	2012 – 2019	2 YRS
8	• CERTIFICATION ➢ SPECIAL ORDER ➢ CAV	2013 – 2019 2012 – 2019	1 YR
13	• COMMUNICATION/CORRESPONDENCES ➢ ROUTINE ➢ NON-ROUTINE	2018	1 YR
23	• SEMINAR/WORKSHOP/CONVENTION INVITATION	2013 – 2017	1 YR
26	• TRAVEL/VISIT FILES ➢ FOREIGN ➢ LOCAL	2012 – 2019	1 YR
	FINANCE MANAGEMENT		
46	• CERTIFICATION ➢ LAST PAYMENT	2015 – 2019	1 YR
50	• PAYROLL/PAYROLL SHEETS	2010 - 2012	10 YRS

LOCATION OF RECORDS:

VOLUME IN CUBIC METER:

PREPARED BY: (Name & Signature)

POSITION:

CERTIFIED AND APPROVED BY:

This is to certify that the above mentioned records are no longer needed and not involved nor connected in any administrative or judicial cases.

_____

NAP Form No. 3
Revised 2012

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Pambansang Sinupan ng Pilipinas

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

AGENCY NAME:

ADDRESS:

DATE:

TELEPHONE NUMBER:

GRDS/ RDS ITEM NO.	RECORD SERIES TITLE AND DESCRIPTION	PERIOD COVERED	RETENTION PERIOD AND PROVISION/S COMPLIED *(If Any)*
	HUMAN RESOURCE MANAGEMENT SERVICES (PERSONNEL SERVICES)		
85	• APPLICATION/RECOMMENDATION FOR EMPLOYMENT	2012 – 2015	1 YR
86	• APPLICATION FOR LEAVE OF ABSENCE	2014 – 2020	1 YR
87	• AUTHORITIES TO FILL VACANT POSITIONS	2013 – 2019	2 YRS
92	• ERF	2012 – 2017	5 YRS
93	• JOB ORDER CONTRACT	2015	1 YR
99	• NEW APPRAISAL PERFORMANCE SYSTEM FILES		
	➢ PERFORMANCE APPRAISAL/EVALUATION/RATING REPORTS	2011 – 2012	1 YR
101	• PERMIT TO STUDY/TEACH	2015 – 2018	1 YR
104	• POSITION/ITEM FILES		
	➢ CREATION	2018 – 2019	2 YRS
	➢ DEPLOYMENT	2015 – 2019	
	➢ RECLASSIFICATION	2015 – 2019	
	➢ TRANSFER	2012 – 2019	
106	• PUBLICATION OF VACANT POSITION		
	➢ RECOMMENDATION	2012 – 2015	2 YRS

LOCATION OF RECORDS:

VOLUME IN CUBIC METER:

PREPARED BY: (Name & Signature)

POSITION:

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AGENCY NAME:

ADDRESS:

DATE:

TELEPHONE NUMBER:

GRDS/ RDS ITEM NO.	RECORD SERIES TITLE AND DESCRIPTION	PERIOD COVERED	RETENTION PERIOD AND PROVISION/S COMPLIED *(If Any)*
	HUMAN RESOURCE MANAGEMENT SERVICES (PERSONNEL SERVICES)		
107	• RECORDS OF SERVICE CREDITS	2012 – 2018	2 YRS
109	• SEPARATION ORDERS/EXTRACT OF RETIRED/TRANSFERRED/SEPARATED PERSONNEL	2015 – 2018	1 YR
112	• STATEMENT OF ASSETS AND LIABILITIES	2011 – 2012	10 YRS
183	SCHOOL LEVEL RECORDS		
	• RANKING OF TEACHER APPLICANT	2015 – 2018	1 YR

LOCATION OF RECORDS:

VOLUME IN CUBIC METER:

PREPARED BY: (Name & Signature)

POSITION:

CERTIFIED AND APPROVED BY:

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