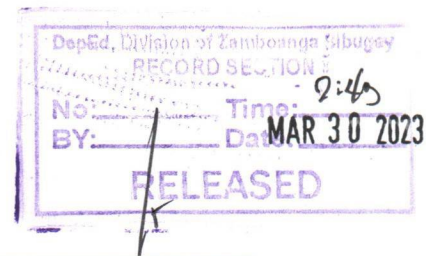




Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY



30 March 2023

DIVISION MEMORANDUM

No. 177, s. 2023

SUBMISSION OF DIVISION ANNUAL INVENTORY OF PUBLIC RECORDS

TO : OIC-Assistant Schools Division Superintendent
CID and SGOD Chiefs
Education Program Supervisors
Public Schools District Supervisors / District In-Charge
School Heads (Elementary & Secondary)
Section Heads
All Others Concerned
This Division

1. Pursuant to R A 9470 otherwise known as the National Archives Act of 2007, all government agencies are mandated to have an inventory of all records in order to:
 - a. establish a public access registry and to identify government employees who will be accountable or responsible for records management.
 - b. examine, identify and making a list record of all government agencies to have a systematic and easy tracking of records.
 - c. identify records of permanent value.
 - d. identify records that should be transferred from file stations to record storage areas.
 - e. identify records of no value.
 - f. Serve as guide in the absence of the records officer/custodian.
2. The procedural and instructional guide:
 - 2.1 Name of Office – The office where the inventory is being undertaken
 - 2.2 Department/Division – The department/division of the office
 - 2.3 Section/Unit – The administrative or operating section/unit of the office.
 - 2.4 Telephone Number – The contact number of the person/employee in charge of the files.
 - 2.5 Email Address – Email Address must be the official mail of the office
 - 2.6 Address – Indicate the specific address of the office such as floor number, street, city/municipality and province.
 - 2.7 Person In-Charge of Files – The person/employee having control or custody of the records/files/documents.
 - 2.8 Date Prepared – The date when the inventory of records had been accomplished.
 - 2.9 Records Series Title and Description – The entry of records series title shall be properly filled out. If the records is a substantive record or a



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- record with archival value or one which could not be found in the General Records Disposition Schedule (GRDS), a brief description or definition
- 2.10 Period Covered/Inclusive Dates – Indicate the period covered by the record series from the earliest to the latest year when the records are created/received by the government agency. (e.g. 1990-2023). Note the gaps.
 - 2.11 Volume – The mass of the records should be computed and expressed in cubic meters. The formula of volume in cubic meters: Volume = length x width x height (in meters). In case the bulk of the records could be counted by sacks, box, bundles or wherever the records are stored, then it should be indicated in the inventory list. (e.g. 2 cu.m. – 50 bundles).
 - 2.12 Records Medium – The Medium of the records should be specified – whether the records are in paper format, microfilm, electronic, cd/dvd, maps, drawings, computer printout or in any forms. (e.g. for notarial records, paper & microfilm).
 - 2.13 Restriction – Records are to be classified as open access records. If the government office has no guidelines pertaining to the restrictions of its record holdings, all records of that office are considered open access. Restricted records shall be classified as confidential, restricted, secret and top secret records. (e.g. for 201 files: Confidential)
 - 2.14 Location of Records – The location of records should be specified with such designations as office area, offsite or in NAP. (e.g. Room 617 Vault 1 Cabinet 2a)
 - 2.15 Time Value – Records shall be categorized as temporary or permanent records. Temporary records have a specific retention period and may be disposed of. Permanent records may not be disposed of as these should be retained for safekeeping. (e.g. for Vouchers: Temporary; Check Register: Permanent)
 - 2.16 Retention Period – if the time value of the records is temporary, the specific retention period should be indicated and checked against the GRDS, Agency RDS or against any other guidelines pertaining to the disposition of the specific record series. When the records time value is permanent, there will be no limit to its retention period. If the records had no approved retention period, the Record Officer/Custodian shall make appropriate proposal to the NAP and approved by the supervisor about the suggested retention period. (e.g. for Vouchers that have approved retention period: 10 years; Batch Control Sheet that has no approved retention period: Suggested – 10 years).
 - 2.17 Remarks – State a brief description/explanation/history of the records series if not found in the Agency RDS/GRDS.
3. In line with this, all Functional Divisions units/sections of the Division Office, Districts, Schools and other entities are required to accomplish the attached NAP Form 1 (Records Inventory and appraisal) in excel file and submit this all public records to the Record Section, a signed hard copy and electronic copy



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using the attached template (Annex B) on or before **April 28, 2023 (Friday)** thru email address records.zambosibugay@deped.gov.ph .

4. In case the records or documents which are not included in the approved DepEd RDS and NAP GRDS, you may include it in the list of inventory form, and proper record series.
5. For more information, all concerned may contact the Record Section thru messenger DepEdSibugayLeaders2023 and mobile contact number 09606650423.
6. Immediate dissemination of this Memorandum is desired.


DR. JEANELYN A. ALEMAN, CESO V
Schools Division Superintendent

Encl: As stated

Reference: RA (9470 National Archives Act of 2007)
Deped Order No. 133, s. 2016

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

EMPLOYEES
INVENTORY
OFFICES
OFFICIALS
RECORDS

ZS-DM-OSDS-RECORDS-2023-03-027-0
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