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

DepEd, Division of Zamboanga Sibugay
RECORD SECTION
NO: 112209 TIME: 3:40
BY: DATE: JUL 05 2024
RELEASED

05 July 2024

OFFICE MEMORANDUM
No. 003 s, 2024

SUBMISSION OF UPDATED ANNUAL INVENTORY OF PUBLIC RECORDS

TO : OIC-Assistant Schools Division Superintendent
OIC-Chief SGOD
Administrative Officer V
All Section Heads/Units
This Division

1. To Regional Memorandum No. 323, s. 2024 Synchronized Conduct of an Annual Inventory of Records within DepEd Region IX. According to RA 9470, otherwise known as the National Archives Act of 2007, all government agencies are mandated to inventory all records.

2. The purpose and objectives of this project:
   a. Establish a public access registry and identify government employees who will be accountable or responsible for records management
   b. Examine, identify, and make a list of all public records to have systematic and easy access to records
   c. identify records that should be transferred from file stations to records storage areas.
   d. Identify records of no value
   e. Serve as a guide in the absence of the records officer/custodian.

3. In line with this, all Functional Division units/sections of the Division Office, are required to complete the attached NAP Form 1 (Records Inventory and appraisal) in an Excel file and submit all public records to the Record Section, a signed hard copy and electronic copy using the attached template (Annex A) on or before **July 10, 2024,** an electronic copy will be sent through the email address **records.zambosibugay@deped.gov.ph.**

4. For strict compliance.

VIRGILIO P. BATAN, JR., CESO V
Schools Division Superintendent

ZS-OM-OSDS-RECORDS-2024-07-007-0
MLL-20240705

ANNEX A

NATIONAL ARCHIVES OF THE PHILIPPINES Pambansang Sinupan ng Pilipinas RECORDS INVENTORY AND APPRAISAL	AGENCY: DEPARTMENT OF EDUCATION	ORGANIZATIONAL UNIT:	TEL. NO:
	ADDRESS: PANGI, IPIL, ZAMBOANGA SIBUGAY	PERSON-IN-CHARGE OF FILES:	DATE PREPARED:

DepEd RDS *or* GRDS Number	RECORDS SERIES TITLE AND DESCRIPTION	PERIOD COVERED	VOL. IN CU. M.	LOCATION OF RECORDS	FREQUENCY OF USE	DUPLICATION	TIME VALUE T / P	UTILITY VALUE	RETENTION PERIOD			DISPOSITION PROVISION
								Adm - Fis - Leg - Arc	Active	Storage	Total	

ANNEX A

PREPARED BY:

VIVIAN S. RODRIGO
Administrative Officer II

ASSISTED BY:

MARIA LIVIE A. LAQUE
Administrative Officer IV (Records)

APPROVED BY:

VIRGILIO P. BATAN, JR., CESO V
Schools Division Superintendent