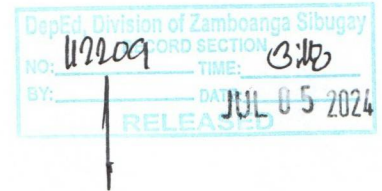




Republic of the Philippines  
Department of Education  
REGION IX - ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY



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



📍 Pangl, Ipil, Zamboanga Sibugay, 7001  
☎ (062) 333-5492  
✉ zamboanga.sibugay@deped.gov.ph  
🌐 depedzamboangasibugay.ph  
📘 facebook.com/sdozsibugay (DepEd Tayo Zamboanga Sibugay Division)



