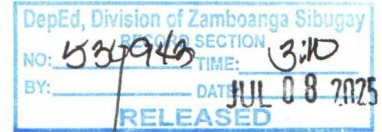




Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY



07 July 2025

OFFICE MEMORANDUM

No. 045, s. 2025

SUBMISSION OF NON-CURRENT RECORDS FOR DISPOSAL TO THE NATIONAL ARCHIVES OF THE PHILIPPINES

TO : Assistant Schools Division Superintendent
CID and SGOD Chiefs
All Sections/Units
All Concerned
This Division

1. In connection with **R.A. 9470 (National Archives of the Philippines Act of 2007)** and related regulations, this Office is currently conducting an inventory of all non-current records due for disposal.
2. In line with this, all concerned sections are directed to **properly segregate, arrange, sort, and transfer** the non-current records identified in their respective lists (*please refer to the attached lists on Annex A*). These should be turned over to the Record Section Storage Room on **July 17-18, 2025**, from 8:00am-5:00pm at Campus A, (formerly Zamboanga Sibugay National High School) in preparation to the request for disposal by the National Archives of the Philippines.
3. All identified sections/units, Section Heads and Records Custodians are strongly encouraged to actively participate during the actual submission of non-current records. Your attendance is required.
4. All sections or units with files currently stored at Campus A (Zamboanga Sibugay NHS, formerly) are mandated to **organize, label properly, clean, and maintain** regularly to their respective storage spaces. This initiative aims to preserve **permanent and active records** of the Division in a secure and orderly manner.
5. Immediate compliance with these instructions is expected

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

Encl: As stated

Reference:

RA 9470 National Archives Act of 2007

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

Authority	Records
Disposal	Request

ZS-OM-OSDS-RECORDS-2025-07-017-0
MLL-20250707



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Annex A (Enclosure to Division Memorandum No. _____, s. 2025)

List of Non-Current Records CY 2025

Sections/Units	Non-Current Records	Retention Period	Years
Accounting	1. Payroll/Payroll Sheets	10 years	2009,2010,2011, 2012, 2013,2014
	2. Work Financial Plan	3 years	2017, 2018, 2019
	3. Slips (DTRMS Routing)	1 year	2019,2020, 2021, 2022
	4. Fidelity Bonds/Bonds	1 year	2012,2019,2021, 2022
Budget	5. Allotment Files (Summary of Appropriations and Balances obligations, Disbursement and Balances by Object of Expenditures (SAAODAB) FAR1	3 years	2021
	6. Allotment Files (Summary of Appropriations and Balances obligations, Disbursement and Balances by Object of Expenditures (SAAODAB) FAR1A	3 years	2021
	7. List of Agency Budget Matrix/Special Allotment Release Order/Sub Allotment Release Orders FAR 1B	3 years	2021
	8. Annual Budgets	3 years	2021
	9. Cash Allocation Savings/Notices of Cash Allocation	3 years	2021
	10. Certifications of Funds Availability	1 year	2023
	11. Physical Reports of Operations	3 years	2021
	12. Allotment Files		
	12.1 Special Release Order ▪ Special SARO)	3 years	2021
	12.2 Obligation Request & Status		
	12.3 Plan of Works & Request for Allotment		
	12.4 Statement of Allotment Obligations & Balances (SAOB)		
Curriculum Implementation Division	13. Daily Time Records	1 year	2019, 2021, 2022,2023
	14. Attendance	1 year	2020,2021
General Service	15. Fuel Consumption Reports	1 year	2018,2019,2020,



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Unit	16. Job Orders 17. Trip Tickets 18. Slips (Routing DTRMS)	1 year 1 year 1 year	2021 2020, 2021 2020, 2021 2022
Office of the SDS	19. Athletics/Sport Files 20. Authorities to Travel (SDS)	1 year 2 years	2017, 2018, 2019, 2020, 2021, 2022
	21. Communications/Correspondences (Routine) ▪ Advisories ▪ Endorsement	2 years	2017, 2018, 2019, 2020, 2021, 2022
	22. Directives/Issuances (issued by Head of Agency reflecting routinary information)	2 years	2017, 2018, 2019, 2020, 2021, 2022
	23. Calendar/Schedule of Activities or Events	1 year	2017, 2018, 2019, 2020, 2021, 2022, 2023
	24. Slips (Routing DTRMS)	1 year	2020
	25. Lists (Transmittal)	1 year	2019
	26. Logbooks (Incoming/Outgoing Correspondences)	2 years	2017, 2018, 2019, 2020, 2021, 2022, 2023
	27. Permit to Study/Teach	1 year	2018
	28. Seminars/Workshop/Invitation	1 year	2018, 2019
	29. Purchase Request	1 year	2017, 2018, 2019, 2020
	30. Performance Rating/Evaluation/Rating Reports	1 year	2017, 2018
	31. Records of Service Credits	1 year	2020
Personnel	32. Applications/Recommendations for Employment	1 year	2022, 2023
	33. Daily Time Records	1 year	2021, 2021, 2023
	34. Equivalent Record Forms with Transmittal	5 years	2012, 2013, 2014, 2015
	35. Job Order Contract	1 year	2021, 2022, 2023
	36. New Appraisal Performance System Reports ▪ Performance Appraisals/Evaluations/Rating Reports (OPCRF/IPCRF)	1 year	2018, 2019, 2020, 2021, 2022
	37. Notice of Assignments/Assignment Order	1 year	2017, 2018, 2019, 2020, 2021, 2022, 2023



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	38. Publications of Vacant Positions ▪ Filling of Positions ▪ Protest Ranking ▪ Recommendations	2 years	2022
	39. Separation Orders/extracts of retired/transferred/separated personnel	1 year	2019, 2020, 2021, 2022, 2023
	40. Certifications ▪ Employment ▪ Last payment	1 year	2019, 2020, 2021, 2022, 2023
	41. Directive/Issuances ▪ Issued by the Head of Agency reflecting routinary information or instructions	2 years	2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021
	42. Payrolls/payroll Sheets	10 years	2009, 2010, 2011, 2012, 2013
SGOD-HRD	43. Purchase Request	1 year	2015, 2016, 2017, 2018, 2019, 2020
	44. Calendars	1 year	2015, 2016, 2017, 2018, 2019, 2020
	45. Course Designs/Outlines/Syllabi	1 year	2015, 2016, 2017, 2018, 2019, 2020
	46. Attendance/Attendance Report	1 year	2015, 2016, 2017, 2018, 2019, 2020
	47. Resource Speakers Profile	1 year	2015, 2016, 2017, 2018, 2019, 2020
	48. Schedules of Training/Seminar	1 year	2015, 2016, 2017, 2018, 2019, 2020
	49. Survey Evaluation Questionnaires	1 year	2015, 2016, 2017, 2018, 2019, 2020
	50. Training Handouts	1 year	2015, 2016, 2017, 2018, 2019, 2020
	51. Training Programs/Plans	3 years	2015, 2016, 2017, 2018, 2019, 2020
	52. Training Reports	2 years	2015, 2016, 2017, 2018, 2019, 2020
	53. Directives/Issuances ▪ Issued by the Head of Agency reflecting routinary information	2 years	2021, 2022
	54. Training Report	2 years	2021, 2022
	55. Workshop Results	1 year	2021, 2022, 2023
Records	56. Authorities to Travel	2 years	2017, 2018, 2019, 2020, 2021, 2022
	57. Communications/Correspondences ▪ Routine	2 years	2015, 2016, 2017, 2018, 2019, 2020,



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	58. Directives/Issuances ▪ Issued by the Head of Agency reflecting information	2 years	2021, 2022 2005-2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022
	59. Directories of Personnel/School Officials	2 years	2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022
	60. List ▪ Mailings ▪ Transmittal	1 year	2019, 2020, 2021, 2022, 2023
	61. Logbooks ▪ Incoming/Outgoing Correspondences ▪ Ordinary and Others	2 years	2017, 2018, 2019, 2020, 2021, 2022
	62. Application for Leave of Absences	1 year	2018, 2019, 2020, 2021, 2022, 2023
	63. Leave Cards	10 years after (after retirement and finally settled)	2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013
	64. Records of Service Credits	1 year	2018, 2019, 2020, 2021, 2022, 2023
	65. Slips Routing (DTRMS)	1 year	2017-2019, 2020, 2021, 2022, 2023
Supply	66. Inventory and Inspection Reports of Unserviceable Properties	1 year	2023
	67. Inventories of Supplies and Properties/Fixtures	1 year	2022
	68. Monthly Reports of Supplies and Materials Issued	1 year	2022, 2023
	69. Purchase Requests	1 year	2022, 2023
	70. Requisition and Issue Slips (RIS)	1 year	2022, 2023
Cash	71. Fidelity Bonds/Bonds	1 year	2022, 2023
	72. Record Books for Checks Releases	10 years	2008, 2009, 2010, 2011, 2012, 2013, 2014