



Republic of the Philippines

Department of Education

REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

26 May 2020

DIVISION MEMORANDUM

No. 119, s. 2020

RECORDS MANAGEMENT IN THE DIVISION OF EL SALVADOR CITY

To: **Asst. Schools Division Superintendent**
Chief CID, SGOD
PSDS, Education Program Supervisors
Section Heads
All Public Elementary & Secondary School Heads
All Others Concerned
This Division

1. This is to remind all units and schools that as per DepEd Memorandum 133, s. 2016, the law has mandated all agencies to:
 - i. establish a public access registry and to identify government employees who will be accountable or responsible or records management;
 - ii. examine, identify and make a list of all its records in order to have a systematic and easy tracking of records
 - iii. help in classifying and preserving records which are of permanent and enduring value
 - iv. depreciate the effects of disaster and for the preparation of digitized records inventory
 - v. plan a proposed retention period of records and implement the approved Records Disposition Schedule (RDS)
2. In compliance to these mandates and with consideration of the government's priority projects such as digitalization of government records, disaster preparedness and e-Governance, the records section has set timelines for the Phase I implementation. Kindly refer to the attached timeline.
3. For information, guidance and compliance.

OLGA C. ALONSABE

Asst. Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

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

RECORDS

OSDS/AMA





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Enclosure No. 1 to Division Memorandum _____, s. 2020

Mandate	Required Action/ Output	Responsible Person/ Office	Deadline/ Schedule
1. Establish a public access registry and to identify government employees who will be accountable or responsible or records management;	1.a. Directory of Personnel designated to manage the records of the unit/school	Unit Heads and School Heads shall recommend for approval of SDS and consolidation of Records Officer	May 29, 2020
	1.b. Establish Manual for Records Management-contextualized to El Salvador City Division	Designated Division Records Officer with Admin Officers	June 15, 2020
	1.c. Capacity building/ orientation of designated personnel	Designated Records Officer (DRO)	June 18, 2020
2. Examine, identify and make a list of all its records in order to have a systematic and easy tracking of records	List of files/records managed by unit as well as the schools <i>*Records section shall share a google sheet where the unit heads and school heads can confirm if such records are currently managed by their unit and/or if the record is no longer applicable at present; they shall enlist other documents managed but not included in the RDS</i>	Unit Heads and School Heads shall submit/ update the list to be consolidated by the designated Records Officer	May 29, 2020
3. Help in classifying and preserving records which are of permanent and enduring value	3.a. Initial evaluation/ validation on records maintained per unit	Designated Records Officer	June 1-5, 2020 <i>*Submission of report on or before June 10, 2020</i>
	3.b. Submission of monthly report by each unit as to records maintained in hard and soft copy <i>*template for this shall be provided in the manual</i>	Submission c/o designated employee for records management per unit; Consolidation c/o DRO	Every 1st week of the following month

OSDS/AMA



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REGION X – NORTHERN MINDANAO

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Mandate	Required Action/ Output	Responsible Person/ Office	Deadline/ Schedule
4. Depreciate the effects of disaster and for the preparation of digitized records inventory	Maintain soft copy of all files/ documents by each unit <i>*further instructions to be given during the orientation</i>	Designated employee for records management per unit; This must be monitored by the DRO on a monthly basis	Monitor by every 1st week of the following month <i>*Submit monitoring report to SDS on or before 10th day of the month</i>
5. Plan a proposed retention period of records and implement the approved Records Disposition Schedule (RDS)	5.a. Propose RDS for files maintained by the unit but not included in the RDS enclosed in DepEd Memo 133, s. 2016	Unit heads School heads DRO to consolidate all inputs collected	May 29, 2020
	5.b. Submit inventory of documents maintained (<i>must indicate the corresponding date for disposal</i>) together with the request for disposal to DRO using the appropriate form; <i>*detailed instructions and template to be used for this purpose shall be included in the manual and discussed during the orientation</i>	Designated employee for records management per unit; DRO shall provide the necessary technical assistance and facilitate disposal (with SDS approval) thru coordination with NAP	On or before August 31 (annual)

**DRO- Designated Records Officer*

**DRO shall send/ share the templates online*

**For the meantime, monitoring of records (hard & soft copy) shall be made in the SDO only. DRO may monitor via online the school records, soft copy only.*

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