



Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO  
**SCHOOLS DIVISION OF EL SALVADOR CITY**

Office of the Schools Division Superintendent

March 16, 2021

DIVISION MEMORANDUM

No. 094, s. 2021

**SEMINAR/WORKSHOP ON BASIC RECORDS MANAGEMENT AND RECORDS  
DISPOSITION SCHEDULE**

To: Asst. Schools Division Superintendent  
Division Chiefs  
Human Resource Management Officer II  
All Employees Designated to Manage Records of the Unit/School  
This Division

1. Records Division, of DepEd El Salvador City will conduct a seminar-workshop on Basic Records Management and Records Disposition Schedule in compliance with RA 9470 (National Archives of the Philippines Act of 2007) this coming March 23, 2021-8:00 AM-5:00 PM, at Mc Donald/GPA Providence Corporation. This seminar-workshop is in preparation for the conduct of the annual inventory and disposal of records.
2. This activity aims to establish, implement and maintain a systematic control of the records created, used, transmitted, retained, maintained, stored, retrieved, preserved and the disposition of operational records:
  - a. Implement means of recording or preserving of information on paper, print, tape, scanning, micro fiche or any transmitting medium as needed;
  - b. Implementation of policies and guidelines on records disposition to determine the ultimate fate of various records; and
  - c. Assist in the preparation and maintenance of a continuing program for the management, preservation and disposition of records.
3. Participants to this seminar-workshop are the schools and division-based Records In-charge whose names are listed in the Enclosure No. I.

RECORDS\_SECTION/EMC



Address: Zone 3, Poblacion, El Salvador City | Website: [www.depedelsalvadorcity.net](http://www.depedelsalvadorcity.net)  
Tel. No. (088) 555-0475 | Email: [elsalvador.city@deped.gov.ph](mailto:elsalvador.city@deped.gov.ph)



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4. All concerned are instructed to accomplish the attached NAP forms 1 (Records Inventory and Appraisal), form 2 (Records Disposition Schedule) and form 3 (Request for Authority to Dispose of Records). These forms are downloadable in the NAP websites.
5. This activity shall adhere with the Equal Opportunity Principle (EOP) in observing all policies and protocol of the said activity. Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender identity sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
6. For inquiries, please contact: Eulita M. Castillo Division Designated Records Officer thru this email address [eulita.castillo@deped.gov.ph](mailto:eulita.castillo@deped.gov.ph) or at mobile No. 09356948014.
7. For information, guidance and compliance.

**OLGA C. ALONSABE, PhD, CESE**  
Asst. Schools Division Superintendent  
OIC-Office of the Schools Division Superintendent

*Encl.: As stated  
To be indicated in the Perpetual Index  
under the following subjects:*

*Basic Records Management and Records Disposition Schedule*

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**Enclosure to the Division Memorandum No. 094,  
S. 2021**

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