



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

Office of the Schools Division Superintendent

May 7, 2021

DIVISION MEMORANDUM

No. 162, s. 2021

CONDUCT OF INVENTORY AND APPRAISAL OF SCHOOL RECORDS

To: Asst. Schools Division Superintendent
SGOD Chief
CID Chief
Elementary & Secondary School Heads
All Schools Records In-Charge
This Division

1. In compliance with RA 9470 known as the National Archives of the Philippines Act of 2007, all schools are hereby directed to conduct an inventory and appraisal of all school records effective immediately.
2. All school records in-charge are instructed to use the NAP form 1 - Records Inventory and Appraisal (see attachment 1) to be submitted to the Division Records Section on or before **May 28, 2021**.
3. The template (softcopy) of the NAP form 1 (Records Inventory and Appraisal) will be emailed to all Records In-Charge in the Schools.
4. 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.
5. For strict 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:

RECORDS INVENTORY

RECORDS_SECTION/EMC



Address: Zone 3, Poblacion, El Salvador City

Website: www.depedelsalvadorcity.net

Tel. No. (088) 555-0475 | Email: elsalvador.city@deped.gov.ph

NATIONAL ARCHIVES OF THE PHILIPPINES Pambansang Sinuportang ng Pilipinas RECORDS INVENTORY AND APPRAISAL	AGENCY:	ORGANIZATIONAL UNIT:	TEL. NO.:
	ADDRESS:	PERSON-IN-CHARGE OF FILES:	DATE PREPARED:

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	

PREPARED BY: _____

ASSISTED BY: _____

APPROVED BY: _____

Name and Position

NAP Records Management Analyst

Chief of the Division / Department