



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

January 31, 2023

DIVISION MEMORANDUM
No. 056, s. 2023

BACK UP PROCEDURE FOR SCHOOL ACADEMIC RECORDS

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

1. To protect the valuable academic records of the learners from accidental erasure, disaster, or system malfunctions, schools are required to establish a backup procedure as protective measure for the possible occurrence of the abovementioned events.
2. Schools may use disks, hard drive, or cloud-based storage service such as google and one drive. The schools may opt to back up the files daily, weekly, or monthly.
3. Only duly authorized personnel such as the school head and designated school record custodian shall have the sole access to the backup files. School heads must ensure to restrict its access and sharing options especially on cloud-based storage.
4. Moreover, if the school opted to use cloud based storage, the official DepEd email account of the school or the school head must be used.
5. This memorandum adheres 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.

OSDS/EMR



Address: Zone 3, Poblacion, El Salvador City | Website: www.depedelsalvadorcity.net
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6. For information, guidance, and compliance.


VICTOR G. DE GRACIA JR., Ph.D. CESO V
Assistant Regional Director
Concurrent Schools Division Superintendent



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

RECORDS

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