



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

May 25, 2023

DIVISION MEMORANDUM
No. 244, s. 2023

**UPDATED TIMELINE FOR THE IMPLEMENTATION
OF RECORDS MANAGEMENT IN THE DIVISION
OF EL SALVADOR CITY-PHASE I**

To: **Assistant Schools Division Superintendent
Chief CID, SGOD
Education Program Supervisors
Section Heads
All Public Elementary and Secondary Schools
All Others Concerned
This Division**

1. Relative to the issued Division Memorandum no. 119, s.2020 titled Records Management in the Division of El Salvador City and, in compliance to DepEd Memorandum No. 133, s.2016, this office reiterates the changes in the timeline for the implementation of Records Management- Phase 1 in the Division.
2. Attached is Enclosure No.1 for the updated timeline.
3. 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.
4. For information, guidance, and compliance.


RANDOLPH B. TORTOLA
Schools Division Superintendent

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

RECORDS TIMELINE





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

Enclosure No. 1 to Division Memorandum _____, s.2023

Mandate	Output	Responsible Person	Deadline/Schedule
1. Establish a public access registry and to identify government employees who will be accountable or responsible on records management	1.a Updated 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	June 5, 2023
	1. b Capacity Building/ Orientation of designated personnel on Basic Records Management (File Management & Records Inventory)	Division Records Officer (DRO)	June 23, 2023
	1.c Establish a Manual for Records Management-contextualized to El Salvador City	Division Records Office and the RMIC	July 24, 2023
2. Examine, identify, and make a list of all its records in order to have a systematic and easy tracking of records	<p>Updated List of all files/records managed by the unit as well as the schools</p> <p><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></p>	Unit heads and school heads shall submit/update the list to be consolidated by the Division Records Officer (DRO)	June 30, 2023
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 (DRO)	July 5, 2023
	<p>3. b Submission of quarterly report by each unit as to records maintained in hard and soft copy</p> <p><i>*RO will provide a template</i></p>	Submission c/o designated employee for records management per unit; consolidation c/o DRO	Every 5th day, after the end of every quarter

OK





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

Mandate	Output	Responsible Person	Deadline/Schedule
4. Depreciate the effects of disaster and for the preparation of digitized records inventory	Maintain a soft copy of all files/documents by each unit/school Provide technical assistance to the units/schools regarding the required records storage environment <i>*RDO will provide a checklist for an effective and safe records storage area</i>	Designated employee for records management per unit Must be monitored by the DRO	Monitor by every 1st week after the end of every quarter <i>*Submit monitoring report to SDS every quarter</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 No. 133, s.2016	Unit heads School Heads DRO to consolidate all inputs collected	July 10, 2023
	5. b Submit inventory of documents maintained -NAP Form No.2 (must indicate the corresponding date for disposal) together with the request for disposal to DRO using the appropriate form) <i>*a memorandum will be issued for the detailed instructions</i>	Designated employee for records management per unit; DRO shall provide necessary technical assistance and facilitate disposal (with SDS approval) thru coordination with NAP	August 31, 2023

*DRO- Division Office Records Officer

*NAP- National Archives of the Philippines





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



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

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





Republic of the Philippines
Department of Education
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SCHOOLS DIVISION OF EL SALVADOR CITY

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.*





Republic of the Philippines
Department of Education

23 AUG 2016

DepEd MEMORANDUM
No. **133**, s. 2016

NATIONAL INVENTORY OF PUBLIC RECORDS

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Regional Secretary, ARMM
Schools Division Superintendents
All Others Concerned

1. Pursuant to the implementation of the Republic Act No. 9470, otherwise known as *The National Archives Act of 2007* and relative to DepEd Memorandum No. 99, s. 2012 entitled *Orientation-Seminars on the Conduct of the National Inventory of Public Records*, it is directed that the central office (CO), regional offices (ROs), and the schools division offices (SDOs) of the Department of Education (DepEd) must submit immediately the following requirements to the National Archives of the Philippines (NAP) for better coordination and for strengthening the system of records keeping:

- a. List of records officers or custodians in the CO, ROs, and SDOs with their respective complete addresses and contact details using the form in Enclosure No. 1.
- b. One hundred percent compliance or submission of properly accomplished NAP National Inventory Form detailed in Enclosure No. 2.

2. The law mandated that an inventory of all records must be done in all agencies in order to:

- a. establish a public access registry and to identify government employees who will be accountable or responsible for records management;
- b. examine, identify and making a list records of all government agencies in order to have a systematic and easy tracking of records;
- c. help in classifying and preserving records which are of permanent and enduring value;
- d. depreciate the effects of disaster and for the preparation of a digitized records inventory; and
- e. plan a proposed retention period of records and to implement an approved Records Disposition Schedule (RDS).

3. Complete submission of all the requirements is essential, because this will be the basis of NAP to include DepEd to be able to avail of these two other priority projects:

- a. Digitalization of government records in preparation for the system-wide shift to electronic media as mandated and funded by the Department of Budget and Management; and
- b. Disaster Preparedness and e-Governance.

4. The guidelines in the submission of the requirements are the following:
 - a. Regional and division offices shall submit requirements directly to the National Archives of the Philippines (NAP) at VELCO Center, R.S. Oca corner Delgado Streets, Port Area, Manila copy furnished the Administrative Service-Records Division, Department of Education (DepEd) Central Office on or before **September 7, 2016**;
 - b. All offices within the CO, such as bureaus, services, divisions and offices of the secretary, undersecretaries, and assistant secretaries must also undertake inventory of all documents/records to be submitted to the Administrative Service-Records Division on or before **September 2, 2016**. The Records Division shall consolidate all submitted requirements and submit to NAP on or before **September 9, 2016**.
5. For Item **4.b** requirement, complete inventory of all documents or records under the custody of all offices in the CO, ROs, and SDOs must be submitted. All concerned may use the approved DepEd RDS, page 95, Chapter V of the DepEd Records Management Operations Manual as a guide in accomplishing the records series and retention period of the NAP National Inventory Form (copy enclosed).
6. In case there are records or documents which are not included in the approved DepEd RDS, all concerned may include it in the list of inventory form, and proper records series and retention period will be updated in the DepEd RDS.
7. For more information, all concerned may contact the **Administrative Service-Records Division**, Department of Education (DepEd) Central Office, Meralco Avenue, Pasig City at telephone nos. (02) 687-1449 or (02) 633-7218.
8. Immediate dissemination of this Memorandum is desired.


LEONOR MAGTOLIS BRIONES
Secretary

Encls.:
As stated

Reference:
DepEd Memorandum No. 99, s. 2012

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

BUREAUS AND OFFICES
DATA
EMPLOYEES
INVENTORY

OFFICIALS
RECORDS
STRAND: Finance and Administration

LIST OF DEPED RECORDS OFFICERS

REGION/DIVISION	NAME	POSITION	Contact numbers/Details	E-mail Address

Prepared by:

Approved by:

PROCEDURAL/INSTRUCTIONAL GUIDE:

- (1) **NAME OF OFFICE**
The office where the inventory is being undertaken.
- (2) **DEPARTMENT/DIVISION**
The department/division of the office.
- (3) **SECTION/UNIT**
The administrative or operating section/unit of the office.
- (4) **TELEPHONE NUMBER & (5) EMAIL ADDRESS**
The contact number of the person/employee in charge of files. Email address must be the official electronic mail of the office.
- (6) **ADDRESS**
Indicate the specific address of the office such as floor number, building, street, city/municipality and province.
- (7) **PERSON IN CHARGE OF FILES**
The person/employee having control or custody of the records/files/documents.
- (8) **DATE PREPARED**
The date when the inventory of records had been accomplished.
- (9) **RECORDS SERIES TITLE AND DESCRIPTION**
The entry of record series title shall be properly filled out. If the record is a substantive record or a record with archival value or one which could not be found in the General Records Disposition Schedule (GRDS), a brief description or definition of the records shall be noted in the remark column. (e.g. for substantive record: Batch Control Sheets – are lists of taxpayers). Include other records that may not be in the records series enumerated above.
- (10) **PERIOD COVERED/ INCLUSIVE DATES**
Indicate the period covered by the record series from the earliest to the latest year when the records are created/received by the government agency. (e.g. 1990 – 2011). Note gaps.
- (11) **VOLUME**
The mass of the records should be computed and expressed in cubic meters. The formula for volume in cubic meters: Volume = length x width x height (in meters). In case the bulk of the records could be counted by sacks, box, bundles or wherever the records are stored, then it should be indicated in the inventory list. (e.g. 2 cu.m. – 50 bundles)
- (12) **RECORDS MEDIUM**
The medium of the records should be specified - whether the records are in paper format, microfilm, electronic, cd/dvd, maps, drawings, computer printout or in any forms. (e.g. for Notarial records: Paper & microfilm)
- (13) **RESTRICTION**
Records are to be classified as open access or restricted access records. If the government office has no guidelines pertaining to the restrictions of its record holdings, all records of that office are considered open access. Restricted records shall be classified as confidential, restricted, secret and top secret records. (e.g. for 201 Files: Confidential)
- (14) **LOCATION OF RECORDS**
The location of records should be specified with such designations as office area, offsite or in NAP. (e.g. Room 617 Vault 1 Cabinet 2a)
- (15) **TIME VALUE**
Records shall be categorized as temporary or permanent records. Temporary records have a specific retention period and may be disposed of. Permanent records may not be disposed of as these should be retained for safekeeping. (e.g. for Vouchers: Temporary; Check Register: Permanent)
- (16) **RETENTION PERIOD**
If the time value of the records is temporary, the specific retention period should be indicated and checked against the GRDS, Agency RDS or against any other guidelines pertaining to the disposition of the specific record series. When the records' time value is permanent, there will be no limit to its retention period. If the records had no approved retention period, the Records Officer/Custodian shall make an appropriate proposal to the NAP and approved by the supervisor about the suggested retention period. (e.g. for Vouchers that have approved retention period: 10 years; Batch Control Sheets that has no approved retention period: Suggested – 10 years)
- (17) **REMARKS**
State a brief description/explanation/history of the records series if not found in the Agency RDS/GRDS.