

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

October 14, 2024

DIVISION MEMORANDUM
No. 407, s. 2024

**RECORD KEEPING OF ACADEMIC SCHOOL RECORDS (ASR)
AND OTHER IMPORTANT SCHOOL FILES**

To: **All Public Elementary School Heads**
All Public Secondary School Heads
All Others Concerned
This Division

1. To ensure availability and for easy retrieval of school records, this Office directs the schools to establish and implement a strong record keeping practices.
2. Schools are advised to observe the following activities in relation to record keeping:
 - a. maintain and regularly file the Academic School Records and other important school records.
 - b. ensure that the records are stored in a secure and safe storage area to protect it against fire, flood and pest infestations.
 - c. conduct records inventory and appraisal of relevant school records.
3. Moreover, only duly authorized personnel such as the school head and if applicable, his/her designated school records in-charge shall have the sole access to the school records. School heads must ensure to restrict its access and sharing options especially if the school opted to use cloud-based storage for scanned files.
4. School heads are reminded of the importance of school records, especially the Academic School Records of the learners as these records can influence the learner's future undertakings, hence the availability and accessibility thereof must be assured.

OSDS/EMR




Address: Zone 3, Poblacion, El Salvador City | Website: www.depedelsalvadorcity.net
Tel. No. (088) 855-0113 | Email: elsalvador.city@deped.gov.ph



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

5. For technical assistance related to records management, you may visit us at the Records Unit or contact us thru telephone number: (088) 882-6326 and email address: records.elsalvadorcity@deped.gov.ph.
6. 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.
7. 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:*

SCHOOL RECORDS

OSDS/EMR



Address: Zone 3, Poblacion, El Salvador City | Website: www.depedelsalvadorcity.net
Tel. No. (088) 855-0113 | Email: elsalvador.city@deped.gov.ph