



Republic of the Philippines  
**Department of Education**  
REGION IV- A CALABARZON  
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

27 April 2026

DIVISION MEMORANDUM  
No. 281 s. 2026

**SUBMISSION OF SCHOOLS INVENTORY OF RECORDS**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Heads, Public Elementary and Secondary Schools  
Heads, Unit/Section  
All Others Concerned

1. Pursuant to **Republic Act No. 9470**, otherwise known as the **National Archives Act of 2007**, and in reference to **DepEd Memorandum, No. 133, s. 2016** entitled **National Inventory of Records**, this Office hereby directs all concerned to conduct a complete inventory of documents/records maintained in their respective schools.

2. The Schools Inventory Report shall be prepared in two (2) original copies utilizing the most recent (revised 2024) National Archives of the Philippines Form (NAP) 1 or the Records Inventory and Appraisal Form. These copies are to be submitted in both hard and electronic formats to the Records Section, attention Ms. Olive Divinagracia, on or before **June 11, 2026**.

One (1) copy shall be retained and maintained at the school level, while the electronic copy (in Excel format) must be sent via email to [records.tayabas@deped.gov.ph](mailto:records.tayabas@deped.gov.ph).

Administrative Officers II who have been oriented in this process are requested to assist in the conduct, consolidation, and provide technical support within their respective schools.

3. Further, please be reminded of the provisions of Article III Section 18 of the Implementing Rules and Regulations of Republic Act 9470, which states: ***“No government department, bureau, agency and instrumentality shall dispose of, destroy or authorize the disposal or destruction of any public records, which are in the custody or under its control except with the prior written authority of the Executive Director.”***, hence, it is expected that the records reported for the year 2025 shall be included in this year’s annual report unless such public documents has already been endorsed to the Records Office for appropriate action.

Schools with valueless records or records that have reached the prescribed retention periods and outlived the usefulness to the agency, or the government are advised to submit to the SDO-Records Services a letter-request for disposal together with the accomplished NAP Form 3 (Request for Authority to Dispose of Records) for endorsement to the National Archives of the Philippines.



Address: Brgy. Potol, Tayabas City  
Telephone No.: (042) 785-9615  
Email Address: [tayabas.city@deped.gov.ph](mailto:tayabas.city@deped.gov.ph)  
Website: <https://www.sdotayabascity.ph>

4. The General Records Disposition Schedule (GRDS), DepEd Records Disposition Schedule (RDS), the latest NAP Form 1 and other Records Inventory Materials may be accessed at <https://tinyurl.com/9p7zyamd> for your perusal. For clarification or assistance, schools may coordinate with the Records Services through the Records Services personnel.

5. Immediate dissemination and strict compliance of this Memorandum is desired.

  
**CELEDONIO B. BALDERAS JR.**  
Schools Division Superintendent

Encl.: As stated

Reference: RA 9470

DepEd Memo No.133, s. 2016

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

**ANNUAL INVENTORY OF RECORDS**

RECORDS- submission of schools annual inventory of records  
RECIPA2H-008752/April 27, 2026

<b>NATIONAL ARCHIVES OF THE PHILIPPINES</b> <i>Pambansang Sinupan ng Pilipinas</i>  <b>RECORDS DISPOSITION SCHEDULE</b>		1. AGENCY NAME: <b>DEPARTMENT OF EDUCATION</b>			
		2. ADDRESS: <b>Ultra, Pasig City</b>			
3. SCHEDULE NO.: <b>2</b>		4. DATE PREPARED:			
5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
	<b><u>ADMINISTRATION &amp; MANAGEMENT</u></b>				
1	ACKNOWLEDGMENT LETTERS / RECEIPTS				To be filed with appropriate record series
2	ATHLETICS/SPORTS FILES Athletes' Profiles Letters/Endorsements Results Souvenir Programs	1 year		1 year	After graduated
3	AUTHORITIES TO TRAVEL Employees Officials Teachers/Principals/Asst. School Division Superintendents / Division Superintendents	2 years		2 years	
4	AWARDS AND COMMENDATIONS		PERMANENT		
5	BOARD / COUNCIL FILES Memoranda Original Letters Reports Resolutions		PERMANENT		
6	CALAMITY RECORDS	2 years		2 years	
7	CERTIFICATES OF APPEARANCE	1 year		1 year	
8	CERTIFICATIONS Certifications, Authentications and Verifications (CAV) Certificates of Graduation Diplomas Student Report Cards (Form 137) Special Orders Employment and Salary Enrollment Good Moral Character (Issued by the Superintendents)	1 year		1 year	

**IMPORTANT:** Pursuant to Section 18, Article III, RA 9470 s. 2007, "No government department, bureau, agency and instrumentality shall dispose of, destroy or authorize the disposal or destruction of any public records, which are in the custody or under its control except with the prior written authority of the executive director."

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
9	CHARTS Organizational/Functional Process Flow	PERMANENT			
10	CLEARANCES Students/Teachers/Employees Tuition Fees	1 year		1 year	
11	CREATION OF DIVISION AND DISTRICT OFFICE RECORDS	PERMANENT			
12	COMMITTEE FILES Investigating Task Force	PERMANENT			
13	COMMUNICATIONS/CORRESPONDENCES Non-Routine				To be filed with appropriate records series After acted upon
	Routine	2 years		2 years	
14	DIRECTIVES / ISSUANCES Issued by the Head of Agency documenting policies, procedures, standards, rules and regulations, programs of the agency	PERMANENT			
	Issued by the Head of Agency reflecting routine information	2 years		2 years	After superseded
15	DIRECTORIES OF PERSONNEL / SCHOOL OFFICIALS Advisories Bulletins Circulars	2 years		2 years	After superseded
16	INQUIRIES / QUERIES Non-Routine				To be filed with appropriate records series After acted upon
	Routine	2 years		2 years	
17	LISTS Monuments/Shrines (National) Officials (Local/National)	1 year		1 year	After updated
18	MANUALS	PERMANENT			
19	MEETING FILES (ExeCom/ManCom) Committee Reports Minutes of Meetings Policies Resolutions Other Related Documents	PERMANENT			
20	MESSAGES / SPEECHES	PERMANENT			

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
21	PROGRAMS / PROJECTS (Papers including background materials, studies, analyses, notes, rough drafts, interim reports and related papers to management programs/projects)	PERMANENT			If implemented, otherwise, dispose after 5 years from date of record
22	PUBLICATIONS (Created by DepEd) Advertisements Advisories Books Journals Newsletters Press Releases	PERMANENT			Records Set
23	SEMINAR / WORKSHOP / CONVENTION INVITATIONS	1 year		1 year	
24	SOLICITATIONS	1 year		1 year	
25	SPECIMEN SIGNATURES	PERMANENT			
26	TRAVEL / VISIT FILES Foreign Local	1 year		1 year	
	<i>General Services</i>				
27	FUEL CONSUMPTION REPORTS	1 year		1 year	
28	JOB ORDERS	1 year		1 year	
29	STATEMENTS OF ACCOUNTS/BILLS (PASS, PLDT, Electric, Water)	5 years		5 years	After settled
30	TRIP TICKETS	1 year		1 year	
31	UTILITIES AND SERVICES RECORDS	1 year		1 year	
32	VEHICLE INSURANCE AND REGISTRATIONS	1 year		1 year	After renewed
33	VEHICLE MAINTENANCE AND OPERATIONS RECORDS	1 year		1 year	
	<i>Procurement Service and Supply/Property Records</i>				
34	ACKNOWLEDGMENT RECEIPTS OF EQUIPMENT (ARE) / MEMORANDUM RECEIPTS OF EQUIPMENT (MRE), SEMI-EXPENDABLE AND NON-EXPENDABLE PROPERTIES	1 year		1 year	After equipment had been returned
35	ANNUAL PROCUREMENT PROGRAMS	3 years		3 years	

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
36	INVENTORIES AND INSPECTION REPORTS OF UNSERVICEABLE PROPERTIES	1 year		1 year	After property has been returned
37	INVENTORIES OF SUPPLIES AND PROPERTIES/FIXTURES	1 year		1 year	After updated
38	LEDGER CARDS Equipment Supplies	2 years 5 years		2 years 5 years	After equipment had been disposed
39	PROCUREMENT FILES Abstracts Bids / Canvasses Evaluations of Quotations Bid Evaluations Contracts Invitations to Bid Minutes of Pre-Bid Conference Modes of Procurement (Resolution) Notices of Award Notices to Proceed Programs of Work Pre-Bid Bulletins Resolutions to Award BAC Resolutions Alternative Modes of Procurement Award Shopping and other modes of procurement and other pertinent documents	5 years	5 years	10 years	Provided project is completed and settled
40	PROPERTY INVENTORIES Buildings Equipment	1 year		1 year	After updated
41	PURCHASE ORDERS	4 years		4 years	
42	PURCHASE REQUESTS	1 year		1 year	
43	REPORTS Loss Waste Materials Inspection and Acceptance		PERMANENT	2 years 1 year	After property has been returned
44	REQUISITION AND ISSUE SLIPS (RIS)	1 year		1 year	
45	TRANSFERS WITHOUT COST  FINANCE MANAGEMENT		PERMANENT		
46	CERTIFICATIONS Last Payments Lost Checks	1 year		1 year	

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
47	<b>CHECKS</b> Automated Payroll Deduction System Expenses Capital Outlay Personal Services Maintenance and other Operating Expenses ( MOOE) Funds Provident Realignment Transfer Trust/Special Purpose	5 years	5 years	10 years	Provided post-audited, finally settled and not involved in any case
48	<b>FINANCIAL STATEMENTS</b> Balance Sheets Statements of Operation/Income	PERMANENT			
49	<b>NOTICES OF CASH ALLOCATIONS</b>	3 years		3 years	
50	<b>PAYROLLS / PAYROLL SHEETS</b>	5 years	5 years	10 years	Provided post-audited, finally settled and not involved in any case
51	<b>REMITTANCES (GSIS, HMDF, PhilHealth)</b> Advices Lists Loans Premiums	5 years	5 years	10 years	
		PERMANENT			
52	<b>REPORTS</b> Financial Cash Flow Statements of Income and Expenses Statements of Government Equities Lists of Due and Demandable Accounts Payable (LDDAP) Liquidations	5 years		5 years	After Annual Financial Report has been published
		3 years		3 years	After superseded
		5 years	5 years	10 years	
53	<b>TAXES</b> Advalorem/Duty Exemptions Expanded Value Added Tax Income Withholding Tax Certificates	3 years 3 years 3 years 3 years 4 years	3 years 3 years 3 years 3 years	6 years 6 years 6 years 6 years 4 years	After superseded
54	<b>VOUCHERS, INCLUDING BILLS, INVOICES &amp; OTHER SUPPORTING DOCUMENTS</b> Disbursements Journals Liquidations Petty Cash Reimbursement Expense Receipts Travelling Expenses	5 years	5 years	10 years	Provided post-audited, finally settled and not involved in any case

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
	<b>Accounting Records</b>				
55	<b>AUTHORITIES FOR ALLOWANCES</b> Clothing Cost of Living Allowance (COLA) Hardship Representation and Transportation Allowance (RATA)	2 years		2 years	After terminated
56	<b>BOOKS OF FINAL ENTRIES</b> General Ledgers Journals and Analysis of Ledgers Subsidiary Ledgers	PERMANENT			
57	<b>BOOKS OF ORIGINAL ENTRIES</b> Cash/Check Disbursements Cash Receipts General Journals Journals and Analysis of Obligations Journals of Bills Rendered Journals of Checks Issued Journals of Collections and Deposits Journals of Disbursement by Disbursing Officers	PERMANENT			
58	<b>CONSOLIDATED ANNUAL AUDIT REPORTS</b>	PERMANENT			
59	<b>NOTICES OF TRANSFER ALLOCATIONS</b>	1 year		1 year	
60	<b>QUARTERLY STATEMENTS OF CASH ADVANCES</b>	5 years	5 years	10 years	
61	<b>TRIAL BALANCES AND OTHER REPORTS</b> Cumulative Results of Operations- Unappropriated Monthly/Quarterly Trial Balances  Preliminary/Final Annual Trial Balances Accountant's Copy  Auditor's Copy Regional Office Copy  Pre/Post Closing Trial Balances	PERMANENT			
		2 years		2 years	After consolidated in the Annual Financial Report
		5 years	5 years	10 years	After Annual Financial Report has been published
		PERMANENT			
		5 years	5 years	10 years	After Annual Financial Report has been published
		5 years		5 years	After Annual Financial Report has been published
	<b>Budget Records</b>				
62	<b>AGENCY BUDGET MATRICES</b>	3 years		3 years	
63	<b>BUDGET CIRCULARS AND ISSUANCES</b>	5 years	5 years	10 years	
64	<b>BUDGET PROPOSALS &amp; SUPPORTING DOCUMENTS</b>	3 years		3 years	
65	<b>GENERAL APPROPRIATION ACTS</b>	3 years		3 years	
66	<b>MONTHLY CASH PROGRAMS</b>	3 years		3 years	

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
67	OBLIGATION REQUESTS	3 years		3 years	
68	PHYSICAL AND FINANCIAL PLANS	3 years		3 years	
69	PROGRAMS OF EXPENDITURES Local National	6 years	5 years	10 years	
70	REGISTRIES OF ALLOTMENT	5 years		5 years	
71	SPECIAL ALLOTMENT RELEASE ORDERS (SARO)	3 years		3 years	
72	SUB-ALLOTMENT RELEASE ORDERS (Sub-ARO)	3 years		3 years	
	<b>Cash Records</b>				
73	FIDELITY BONDS / BONDS	1 year		1 year	After renewed
74	OFFICIAL CASH BOOKS Collections Disbursements	PERMANENT			
75	OFFICIAL RECEIPTS	5 years	5 years	10 years	After post-audited, finally settled and not involved in any case
76	RECORD BOOKS FOR CHECKS RELEASES	5 years	5 years	10 years	After date of last entry
77	REPORTS Advices of Checks Issued and Cancelled Cash/Check Disbursements Checks Issued and Cancelled Collections Summaries of Checks Released and Cancelled Proportional Vacation Pay	5 years	5 years	10 years	
	<b>HEALTH AND NUTRITION SERVICES</b>				
78	HEALTH AND NUTRITION REPORTS Annual Monthly / Quarterly	PERMANENT			
		2 years		2 years	
79	LISTS HEALTH AND NUTRITION Personnel Distribution of Medicines & Supplies	1 year		1 year	After updated
80	MAGNA CARTA OF PUBLIC HEALTH WORKERS	PERMANENT			

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
81	<b>MEDICAL / DENTAL RECORDS OF PERSONNEL / ATHLETES</b> Dental / Medical Cards Health Profiles Laboratory Results				
			<b>PERMANENT</b>		
			<b>PERMANENT</b>		
		2 years		2 years	
82	<b>SCHEDULES OF NURSES AND DENTISTS</b>	1 year		1 year	After updated
83	<b>SPECIAL PROJECTS / PROGRAMS</b> Dental Health Programs Medical and Nursing Health Programs Nutrition Programs				
			<b>PERMANENT</b>		
					If implemented, otherwise, dispose after 5 years from date of record
	<b>HUMAN RESOURCE MANAGEMENT SERVICES (PERSONNEL SERVICES)</b>				
84	<b>ANNUAL SUMMARY REPORTS FOR REPLACEMENT PROGRAMS FOR NON-ELIGIBLES</b>	5 years		5 years	After separated/retired of concerned employee
85	<b>APPLICATIONS / RECOMMENDATIONS FOR EMPLOYMENT</b>	1 year		1 year	
86	<b>APPLICATIONS FOR LEAVE OF ABSENCES</b> Maternity Parental (Solo Parent) Paternity Privilege/Special Rehabilitation Sick Study Terminal Vacation Violence Against Women and Children (VAWC) Details Stations	1 year		1 year	After recorded in Leave Cards
87	<b>AUTHORITIES TO FILL VACANT POSITIONS</b>	2 years		2 years	After position has been filled up
88	<b>CLAIMS ON EMPLOYEES COMPENSATION</b>	5 years	5 years	10 years	
89	<b>CERTIFICATES OF ELIGIBLES</b>	2 years		2 years	
90	<b>CONTRACTS TO TEACH</b>	5 years		5 years	After renewed / terminated and noted in Service Cards
91	<b>DAILY TIME RECORDS</b>	1 year		1 year	After data have been posted in Leave Cards and post-audited
92	<b>EQUIVALENT RECORDS FORMS WITH TRANSMITTAL</b>	5 years		5 years	After separated from office
93	<b>JOB ORDER CONTRACTS</b>	1 year		1 year	After terminated

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
94	LEAVE CARDS	5 years	10 years	15 years	After separated/retired of concerned employee
95	LETTERS OF INTRODUCTION	2 years		2 years	
96	MEDICAL CERTIFICATES DUE TO ILLNESS	3 years		3 years	After absences have been recorded in Leave Cards
97	MEMBERSHIP FILES GSIS Pag-Ibig PhilHealth Others	P E R M A N E N T			
98	MONTHLY REPORTS OF SERVICE AND ATTENDANCE / ABSTRACTS OF ABSENCES	2 years		2 years	
99	NEW APPRAISAL PERFORMANCE SYSTEM FILES Performance Appraisals/Evaluations/ Rating Reports Performance Rating Cards Performance Target Worksheets	1 year 5 years 1 year		1 year 5 years 1 year	After renewed/terminated
100	NOTICES OF ASSIGNMENTS Lists Details Stations	1 year		1 year	
101	PERMITS TO STUDY/TEACH	1 year		1 year	After renewed/terminated
102	PERSONNEL FOLDERS (201 FILES) Appointments Approvals of Retirement Awards Change of Status Designations Dropping from the Rolls (AWOL) First/Last Day of Service Certifications Longevity Notices of Salary Adjustment (NOSA) Notices of Step Increment (NOSI) Oaths of Office Personal Data Sheets (latest) Position Description Forms PRC Licenses Reports of Rating (Eligibilities) Resignations/Transfers/Reinstatements/ Return to Duty Retirements (GSIS Clearance) Separations Service Records (updated) Transcript of Records	5 years	10 years	15 years	After retired/separated
103	PERSONNEL SERVICES ITEMIZATION AND PLANTILLA OF PERSONNEL	P E R M A N E N T			Other copies dispose after 3 years

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
104	<b>POSITION / ITEM FILES</b> Conversion Creation Deployment Extension Reclassification and Transfer Requests for Position	2 years		2 years	After follow-up/approval
105	<b>PROMOTION RECORDS</b>	2 years		2 years	After vacant position has been filled
106	<b>PUBLICATIONS OF VACANT POSITIONS</b> Filling up of Positions Protest Ranking Recommendations	2 years		2 years	After vacant position has been filled
107	<b>RECORDS OF SERVICE CREDITS</b>	1 year		1 year	After recording in the level codes
108	<b>SCHOLARSHIP FILES</b> On-the-Job Trainees Students Teachers	2 years 1 year 4 years		2 years 1 year 4 years	After finishing the term After finishing the course
109	<b>SEPARATION ORDERS / EXTRACTS OF RETIRED/TRANSFERRED/SEPARATED PERSONNEL</b>	1 year		1 year	
110	<b>SERVICE CARDS</b>	<b>PERMANENT</b>			
111	<b>SERVICE RECORDS</b>	2 years		2 years	After updated provided a copy is incorporated in 201 Files
112	<b>STATEMENTS OF ASSETS AND LIABILITIES</b>	5 years	5 years	10 years	
	<b>LEGAL SERVICES</b>				
113	<b>ADMINISTRATIVE DECISIONS (With Respect to Cases/Opinions/Decisions/Resolutions/Orders)</b>	<b>PERMANENT</b>			
114	<b>CASES</b> Administrative Civil Service Commission Department of Education Ombudsman Civil / Criminal	4 years	3 years	7 years	After finally settled except Decisions which are Permanent
115	<b>COMPLAINTS / GRIEVANCES</b> Actions Taken on the Complaints Counter Affidavits and/or Answers Investigation Reports Rejoinders Resolutions	5 years		5 years	After finally settled

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
116	CONTRACTS OF SERVICES (Contract Records including Correspondences/ Related Papers)	5 years		5 years	After renewed/terminated/ and finally settled
117	CORRECTIONS OF NAME / BIRTH DATE Personnel Students	PERMANENT			
118	DEEDS (Acquisition of Books/Teaching Aids and Vehicles) Donations Sale	PERMANENT			
119	MEMORANDA OF AGREEMENT/UNDERSTANDING  PHYSICAL FACILITIES AND SCHOOL ENGINEERING SERVICES	PERMANENT			
120	ASSESSMENTS OF SCHOOLS	5 years		5 years	
121	EDUCATIONAL FACILITIES MANAGEMENT MANUALS	PERMANENT			
122	INVENTORIES OF SCHOOL BUILDINGS AND FIXTURES	1 year		1 year	After superseded
123	SUMMARIES OF ESTIMATED COST OF REHABILITATION	5 years		5 years	
	<i>Basic Education Information Services</i>				
124	GOVERNMENT INFO SYSTEM BASED SCHOOL PROFILING SYSTEM PROJECTS	PERMANENT			
125	REQUESTS FOR DEMOLITION AND REPLACEMENT OF SCHOOL BUILDINGS	PERMANENT			
126	SCHOOL BUILDINGS / FURNITURES' PLANS AND SPECIFICATIONS	PERMANENT			
127	SCHOOL BUILDING PROGRAMS Listings of RED and BLACK Schools Budget Allocations Requests for Construction School Based Repair and Maintenance Scheme Site Ownership Site Development Plans	5 years		5 years	
		PERMANENT PERMANENT			
128	SURVEYS OF WATER & ELECTRICITY FACILITY ASSESSMENT PROGRAMS	PERMANENT			

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
129	<b>PLANNING SERVICES</b> <b>BASIC EDUCATION INFORMATION SYSTEM (EMIS) MODULES</b> Module I Clientele Identifications Clientele Database Module II Staff Personnel Database Module III Curriculum Database Module IV Legislations and Control Database Module V Physical Facilities (By Division/ District/Barangay) Module VI Financial Database Module VII Community Extension Database Module VIII Educational Planning, Research and Evaluation Database Quick Count Framework Module (BEIS-QC)	PERMANENT			
130	<b>DEVELOPMENT PLANS</b> Action Strategic	PERMANENT			
131	<b>PERFORMANCE INDICATORS</b> Achievement Rates Cohort / Survival Rates Completion Rates Dropout Rates Literacy Rates Participation Rates Promotion Rates Pupil-Classroom Ratios Pupil-Desk Ratios Pupil-Textbook Ratios Retention Rates	5 years	5 years	10 years	
132	<b>PERFORMANCE MEASURE FRAMEWORKS BY REGIONS AND BY QUARTERS</b>	3 years		3 years	
133	<b>PROFILES</b> Government Secondary School Profiles (GSSP) Private Schools	PERMANENT			
134	<b>REQUESTS FOR ITEM POSITIONS</b>	2 years		2 years	After acted upon
135	<b>REPORTS</b> Accomplishments Annual Central	PERMANENT			

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
cont. 135	<b>REPORTS</b> Accomplishments Annual Divisions Regions Quarterly/Monthly/Weekly Annual Audit B592 Supervisory Deployment Management Actions on Audit Findings Monitoring and Evaluation of Regional Projects Statistical Summaries Enrollment and Attendance Numbers of Teachers and Students Schools Statistical Bulletins  <b>SCHOOL MANAGEMENT</b>  <i>Alternative Learning System</i>				
		PERMANENT			
		1 year		1 year	After consolidated in Annual Report
		PERMANENT			
		1 year		1 year	After consolidated in Annual Report
		3 years		3 years	
		PERMANENT			
		PERMANENT			
136	<b>ACCREDITATION AND EQUIVALENCY TEST RESULTS</b>	PERMANENT			
137	<b>ANSWER SHEETS</b> Used  Unused	6 months		6 months	Provided results have been tabulated and kept permanently
		6 months		6 months	
138	<b>ADMINISTRATIVE-BASED DATA (MIS)</b>	PERMANENT			
139	<b>ANNUAL ACTION PLANS</b> Lists of Target Clients Target Areas	PERMANENT			
140	<b>CAPABILITY BUILDING PROFILES</b>	PERMANENT			
141	<b>PROJECT FILES</b> Balik-Paaralan Para sa Out-of-School Adult (BP-OSA) Community Learning Center (CLC) Learning Support Delivery System (LSDS) Literacy Service Contracting Scheme	PERMANENT			
142	<b>TEST BOOKLETS</b> Elementary Level Secondary Level  <i>Promotional Division (Elementary and Secondary Divisions)</i>	6 months		6 months	Retain atleast 2 sets provided the original is kept permanently in the diskette/cd
143	<b>ACHIEVEMENT TEST RESULTS</b> Division Achievement Tests National Achievement Tests Elementary Secondary	PERMANENT			

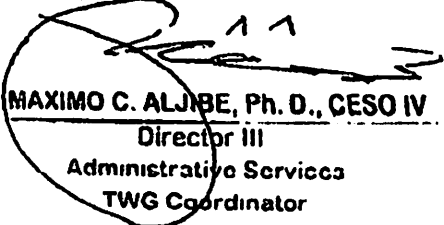
5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
cont. 143	<b>ACHIEVEMENT TEST RESULTS</b> Regional Achievement Tests School Achievement Tests	P E R M A N E N T			
144	<b>BOOK FILES</b> Comments on the Evaluation of Books Requests for Certifications	5 years		5 years	After files have been recorded After acted upon
145	<b>CERTIFICATIONS</b> Enrollment Good Moral Character Graduation Report of Rating of Students Special Orders	1 year		1 year	
146	<b>CHANGE OF NAME OF SCHOOLS</b>	P E R M A N E N T			
147	<b>CLUSTERING / DECLUSTERING OF SCHOOL DOCUMENTS</b>	3 years		3 years	After superseded
148	<b>CONTESTS AND COMPETITIONS</b>	2 years		2 years	
149	<b>ESTABLISHMENTS / SEPARATIONS / INTEGRATION OF SCHOOLS</b>	P E R M A N E N T			
150	<b>GOVERNMENT RECOGNITIONS (PRIVATE SCHOOLS)</b>	P E R M A N E N T			
151	<b>INSTRUCTIONAL MATERIALS</b> Books Modules Supplementary Readings Videos/CDs/Cassette Tapes/Films	P E R M A N E N T			Retain 2 copies permanently in hard & soft copy. Other copies dispose 2 years after revised.
152	<b>NATIONAL CAREER ASSESSMENT EXAMINATION RESULTS</b>	P E R M A N E N T			
153	<b>PHILIPPINE VALIDATING EXAMINATIONS (NETRC)</b>	P E R M A N E N T			
154	<b>PERMITS</b> Cross-Enroll Study (Foreign Students)	2 years		2 years	After graduation
155	<b>PROMOTIONAL REPORTS (ELEMENTARY/SECONDARY)</b>	P E R M A N E N T			
156	<b>REQUESTS / APPROVALS</b> Overload of Subjects for Graduating Students Summer Classes Transfer of Local/Foreign Students Translations of Diplomas	1 year		1 year	
157	<b>SPECIAL PROGRAMS / PROJECTS</b> Implemented Not-Implemented	P E R M A N E N T			
		1 year		1 year	

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
158	SPECIAL ORDERS OF GRADUATION	PERMANENT			
159	SCHOLARSHIP GRANTS	PERMANENT			
160	SUMMARIES OF UNITS TAKEN BY STUDENTS OF PRIVATE SECONDARY SCHOOLS (Form 9)	2 years		2 years	
161	TUITION FEE INCREASE RECORDS Applications Approval	3 years		3 years	
<i>School Level Records</i>					
162	ACTION / DEVELOPMENT PLANS School Improvement Plans Supervisory Plans	PERMANENT			
163	ADMISSION TESTS	3 years		3 years	After admitted
164	APPLICATIONS Accreditations Enrollment Entrance Examinations Graduation and Special Orders Permits/Recognitions	2 years		2 years	After granted
165	ATTENDANCE SHEETS / ATTENDANCE REPORTS (Form 2)	2 years		2 years	
166	BASIC SCHOOL MANAGEMENT COURSE TERM PAPERS	3 years		3 years	
167	BULLETINS OF INFORMATION	PERMANENT			
168	CALENDARS OF ACTIVITIES	1 year		1 year	
169	CASES / FEASIBILITY STUDIES / RESEARCHES	PERMANENT			
170	CLASS RECORDS				After graduated
	Anecdotal Records of Pupils/Students	5 years		5 years	
	Class Cards (Form 138-A)	PERMANENT			
	Class Observation and Supervisory Reports (Form 178)	PERMANENT			
	Class Schedules (Form 30)	1 year		1 year	
	Class Values Charts	1 year		1 year	
	Diplomas	PERMANENT			
	Lists of Honor Graduates	PERMANENT			
	Nutritional Status of Pupils	2 years		2 years	
	Report Cards (Form 138)	PERMANENT			
	Student Permanent Records (Form 137-A)	PERMANENT			
	Summary of Units Taken (Form 9)	PERMANENT			



5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
185	<b>REPORTS</b> Annual Reports Enrollment and Attendance (Form 3) Administrators Principals Monthly Enrollment (Form 2) Narrative Reports of Department Heads Number of Schools/Students/ Promotions (Summarized) Performance Indicators (Yearly Report) Physical Inventory Reports Reports on Promotion 18-A Secondary Schools 18-E1 Primary Grades I-IV 18-E2 Intermediate Grades V-VI School Fund/Financial Reports Summaries of Monthly Attendance (Form 7) Supervisory		PERMANENT		
		2 years		2 years	
		2 years		2 years	
		2 years		2 years	
			PERMANENT		
		2 years		2 years	
			PERMANENT		
		5 years		5 years	
		2 years		2 years	
		2 years		2 years	
186	<b>REQUESTS</b> Additional Courses Carry Overload Inclusion in the Enrollment Lists Summer Classes Transfer	2 years		2 years	After acted upon
187	<b>SCHOOL CALENDARS</b>	1 year		1 year	
188	<b>SCHOOL REGISTERS ( Form 1)</b>		PERMANENT		
189	<b>STUDENTS' TEST PAPERS/CLASS EXAMINATIONS</b>	1 year		1 year	
190	<b>SUPERVISORY PLANS FOR TEACHERS</b>	1 year		1 year	
191	<b>TEACHERS' SCHEDULES (Form 29)</b>	1 year		1 year	
192	<b>TEST RESULTS</b>	2 years		2 years	After consolidation
193	<b>TESTING MATERIALS</b>		PERMANENT		Other copies, dispose after 1 year
194	<b>YEAR BOOKS / ANNUAL BOOKS</b>		PERMANENT		

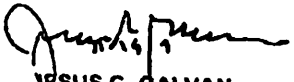
9. Prepared by:


  
**MAXIMO C. ALJIBE, Ph. D., CESO IV**  
Director III  
Administrative Services  
TWG Coordinator


10. Assisted by:

  
**VENECIA C. MAXIMO**  
Senior Records Management Analyst


11. Recommending Approval:

  
**JESUS G. GALVAN**  
OIC-USEC for Finance and Administration  
Vice-Chairman, Technical Working Committee  
on the Development of DepED Records Manual

  
**ATTY. FRANKLIN C. SUNCA**  
Undersecretary for Legal Affairs  
Co-Chairman, Technical Working Committee  
on the Development of DepED Records Manual

  
**RAMON C. BACANI**  
Undersecretary for Regional Operations  
Chairman, Technical Working Committee  
on the Development of DepED Records Manual

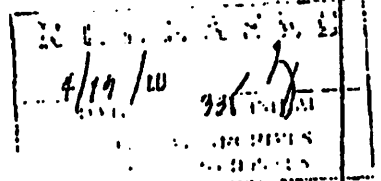
12. Approved:

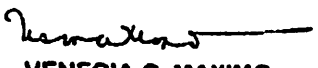
  
**DESLI A. LAPUS**  
DepED Secretary

**TO BE ACCOMPLISHED BY THE NATIONAL ARCHIVES OF THE PHILIPPINES**

This records Disposition Schedule

- is being returned for improvement correction
- is being recommended for approval



  
**VENECIA C. MAXIMO**  
Chairman  
Records Management Evaluation Committee

4/16/10

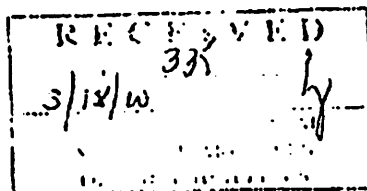
Date

APPROVED:

  
**MARIETTA R. CHOU**  
Executive Director

April 14, 2010  
Date

**NATIONAL ARCHIVES OF THE PHILIPPINES**  
**RECEIVED**  
No. 267 Date 3-17-10  
RECORDS MANAGEMENT SERVICE





<b>NATIONAL ARCHIVES OF THE PHILIPPINES</b> <i>Pambansang Sinupan ng Pilipinas</i>  <b>REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS</b>		<b>AGENCY NAME:</b>	
		<b>ADDRESS:</b>	
<b>DATE:</b>		<b>TELEPHONE NUMBER:</b>	
GRDS/ RDS ITEM NO.	RECORD SERIES TITLE AND DESCRIPTION	PERIOD COVERED	RETENTION PERIOD AND PROVISION/S COMPLIED <i>(If Any)</i>
<b>LOCATION OF RECORDS:</b>		<b>VOLUME IN CUBIC METER:</b>	
<b>PREPARED BY: (Name &amp; Signature)</b>		<b>POSITION:</b>	
<b>CERTIFIED AND APPROVED BY:</b>  <p style="text-align: center;">This is to certify that the above mentioned records are no longer needed and not involved nor connected in any administrative or judicial cases.</p> <div style="text-align: center; margin-top: 20px;"> <hr style="width: 20%; margin: 0 auto;"/> <p>Name and Signature of Agency Head or Duty Authorized Representative</p> </div>			