DEPARTMENT OF EDUCATION
RECORDS SECTION
RECEIVED
BY:
DATE: 10/26/2026
TIME: 11:52am
LIGAO CITY DIVISION, LIGAO CITY

Republic of the Philippines
Department of Education
Region V– Bicol
SCHOOLS DIVISION OFFICE OF LIGAO CITY

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RECORDS SECTION
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LIGAO CITY DIVISION, LIGAO CITY

MEMORANDUM 102626592

TO : Asst. Schools Division Superintendent
Chief Education Supervisors (CID & SGOD)
All Unit/Section Heads
All Others Concerned

FROM : **NYMPHA D. GUEMO**
Schools Division Superintendent

SUBJECT : **SUBMISSION OF RECORDS INVENTORY AND APPRAISAL**

DATE : October 26, 2026

1. In conformity to the implementation of the National Inventory of Records per DepED Order No. 133, s. 2016 and RA 9470 as the National Archives Act of 2007, this Office is requesting all units and sections to conduct an inventory of all its records to be submitted to Ms. Sharon B. Perseveranda, Administrative Officer IV (Records) on or before December 1, 2026 using the attached form.

2. For the information, guidance and compliance.

(Enclosure No. 2 to DepEd Memorandum No. 133, s. 2016)

ANNEX B

NATIONAL ARCHIVES OF THE PHILIPPINES
Pambansang Sinupan ng Pilipinas

NATIONAL RECORDS INVENTORY

1. NAME OF OFFICE:	2. DEPARTMENT/DIVISION:	4. TELEPHONE NO.:
	3. SECTION/UNIT:	5. EMAIL ADDRESS.:
6. ADDRESS:	7. PERSON-IN-CHARGE OF FILES:	8. DATE PREPARED:

9. RECORDS SERIES TITLE AND DESCRIPTION	10. PERIOD COVERED/ INCLUSIVE DATES	11. VOLUME	12. RECORDS MEDIUM	13. RESTRICTION/S	14. LOCATION OF RECORDS	15. TIME VALUE	16. RETENTION PERIOD	17. REMARKS

9. RECORDS SERIES TITLE AND DESCRIPTION	10. PERIOD COVERED/ INCLUSIVE DATES	11. VOLUME	12. RECORDS MEDIUM	13RESTRICTION/S	14. LOCATION OF RECORDS	15. TIME VALUE	16. RETENTION PERIOD	17. REMARKS

TO BE ACCOMPLISHED BY THE CONCERNED GOVERNMENT AGENCY

PREPARED BY:

_____
Name and Position

APPROVED BY:

_____
Chief of the Department/Division

TO BE ACCOMPLISHED BY THE NATIONAL ARCHIVES OF THE PHILIPPINES

EVALUATED BY:

_____
Name and Position

NOTED BY:

_____
RMSD Chief

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.