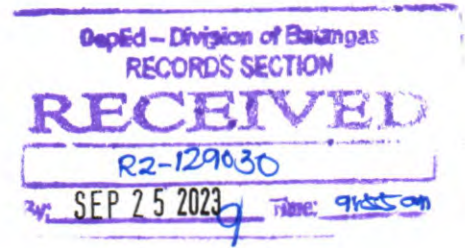




Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS



September 22, 2023

DIVISION MEMORANDUM
No. 342, s. 2023

SDO BATANGAS COMPREHENSIVE GUIDELINES ON RECORDS AND INFORMATION MANAGEMENT, REVISION OF DIVISION MEMORANDUM NO. 27, S.2023 RE: RECORDS UNIT COMPREHENSIVE GUIDELINES ON DOCUMENT SUBMISSION & RETRIEVAL IN SDO BATANGAS

- TO:** Assistant Schools Division Superintendents
Chief- Curriculum Implementation Division (CID)
Chief- School Governance and Operations Division (SGOD)
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Designated Liaison Officers/Records Custodian
All Others Concerned
1. Pursuant to all the previous issuances of the SDO Batangas Records Unit, this memorandum shall encompass the Comprehensive Guidelines on the Submission, Retrieval and Document Management of the School & Learning Centers, Sub-Offices and Schools Division Office (SDO) of Batangas Province.
 2. Guidelines on **Document Submission** in the SDO Batangas Records Unit;
 - a. Designated Liaison Officer is responsible for the proper and on-time forwarding of all the documents to be submitted in the Records Unit.
 - i. The designation of Liaison Officer and Records Custodian must be through the approval of the Public Schools District Supervisor (PSDS) for all levels from Elementary, Junior High and Senior High School, and by submitting the endorsement to the Records Unit which can be accessed from the downloadable forms in the website and at;

<https://bit.ly/RecordsCustodian-Liaison>



All Schools & Learning Centers and Sub-Offices must have designated Liaison Officers and Records Custodians. Liaison Officers and Records Custodians of Sub-Offices may cover the duties correspondingly for schools which do not have a qualified non-teaching personnel.

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- ii. In order to bring about a more conducive and appropriate designation in the School & Learning Centers and Sub-Offices, Duties and Responsibilities of Liaison and Records Custodian are revised and separated as follows:

Liaison Officer

- Proper and systematic submission and retrieval of all the documents in the Records Office with respect to the Data Privacy Act of 2012, Minimum Public Health Standards and other guidelines of SDO Records Management.
- Efficient utilization of the Document Tracking System (DTS) for document submission (creation-Automated Records Slip) and tracking (monitoring of status & securing of Receiving Copy).
- Safekeeping, appropriate coordination and proper turnover of all the documents retrieved from the Records Office.

Records Custodian

- Maintains records and files of schools & learning centers/sub-office personnel and related documents for and of the organization.
- Updating and submission of Records Inventory in accordance with Republic Act 9470 and division issuances.
- Performs Records Management functions in schools & learning centers/sub-offices under the direct supervision of the immediate superior which includes the Creation, Use, Transmission, Retention, Maintenance, Storage, Retrieval, Preservation and Disposition of Records.

- iii. Designated Records Custodian and Liaison Officers can only be the following **Non-Teaching Personnel**;

- Administrative Officer
- Registrar
- Senior Bookkeeper/Administrative Assistant III
- Disbursing Officer/Administrative Assistant II
- Administrative Aide
- Other **Non-Teaching** Personnel that may qualify





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- iv. Update the consolidated list highlighting the revision/s made whenever there are changes in the matter of designating the Records Custodian/Liaison Officer by submitting 1 (one) hard copy of the accomplished endorsement.
- b. It is mandatory to utilize the **Document Tracking System (DTS)** for the creation of **Automated Records Slip** and monitoring of documents submitted.
 - i. All the documents to be submitted in the Records Unit must have an accomplished Automated Records Slip. Documents without the Automated Records Slip will not be accepted.
 - ii. Certification of Veracity and Completeness of Documentary Requirements indicated in the **Automated Records Slip** is required to be signed by the respective Non-Teaching personnel responsible for the Checking and Evaluation of the documentary requirements. It is also required to be **signed by the School Head or PSDS** for verification that all the documents that will be submitted are scrutinized as to the veracity and completeness in order to expedite the efficient processing of documents and to avoid the inconvenience of incomplete documents.
 - * **Communication Letters including Request for Transfer of Personnel** from schools must always be duly noted/indorsed by the PSDS, hence its Records Slip must also be signed by the PSDS.
 - * **Authority to Travel and Leave of Absences of School Heads** must also have the Records Slip signed by the supervisor.
 - * Other documents that requires the signature of the PSDS must have the Records Slip signed by the supervisor as well.
 - iii. The **Official Receiving Copy** of the submitted document is the second part of the generated Automated Records Slip labeled with "*Receiving Copy*". Liaison Officers must safekeep all the Receiving Copy. Document status can be tracked online at <https://www.depedbatangasdts.com/> or by scanning the QR Code of the official receiving copy.
- c. Submit only **one (1) copy** of Application for Leave of Absences and Authority to Travel. Previous submission in two or three copies loses the value of records keeping, does not support the economic use of resources thus streamlines the practice in effective records management.
- d. Online Submission of documents;
 - i. Refer to **Division Memorandum No. 295, s.2023** re: Updated List for Online Submission of Select Documents-An Option for

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Document Submission to SDO Records Unit dated August 25, 2023 for the updated list and procedures for the online submission of documents through official Records email at sdobatangas.records@deped.gov.ph.

3. Guidelines in **Document Releasing/Retrieval**:
 - a. Designated Liaison Officer is responsible for the timely retrieval of all the documents for release in the Records Unit except for pertinent papers on approved Retirement and Separation benefits.
 - i. All the documents retrieved from the records office must be safekept, properly coordinated and endorsed promptly.
 - b. Personnel other than the Liaison Officer can claim documents for release in the records office provided that an Authorization Letter and copy of ID of the authorizing personnel is presented.
 - c. PSDS and School heads may claim documents for release but with appropriate coordination within their offices.
 - d. Designated Liaison Officer in the District/Sub-Offices are authorized to claim all the documents of **Private Schools** within their respective district/sub-offices in congruence with Division Memorandum No. 151, s.2021. Be mindful to promptly relay the retrieved documents accordingly.
 - e. Request for **Retrieval and Issuance of Records in Custody** for Certified True Copy (**CTC**) or **Non-CTC** shall be in a request letter format indicating all the needed details and purpose. Requesting documents which are already released must include a justification statement subject for approval.
4. Guidelines in **School/Sub-office Records File Management**:
 - a. Designated school/sub-office **Records Custodian** shall perform records management functions under the supervision of immediate superior which involves creation, use, transmission, retention, maintenance, storage, retrieval, preservation and disposition of School/Sub-office Records.
 - i. Records Custodian shall oversee the adequate filing of identified records for safekeeping.
 1. Identify which records must be kept according to its retention period, utility and archival value.
 2. Inspect the authenticity of the records.
 3. Index/Classify records accordingly.
 4. Cross-reference.
 5. Sort records according to the efficiency of its retrieval (alphabetical, chronological, numerical, subject and other order).
 6. Mend torn paper, remove unnecessary clips/staples and use acid-free adhesives before filing.
 7. File records in the most adequate containers with proper labels and coding.


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8. Secure its storage area for preservation, safekeeping and access (have access restriction and record charge-out form).
 9. Records must only be transferred or disposed in accordance with the existing rules and regulations under the Republic Act 9470.
- ii. All the Records of Approved Leave of Absences from August 2023 and Authority to Travel as of September 2023 will no longer be filed/archived in the custody of the SDO Records Unit. Safekeeping will be made in each respective office.
 - iii. Records Custodian/School Head/Supervisor/Immediate Superior may issue a “Certified True Copy from the Original Copy” of records that are filed in custody. Whereas, a “Verified True Copy from the Original Copy” may be issued provided that the original copy is presented.
 - iv. Updating of the Records Inventory is mandated under DepEd Memorandum No. 133, s.2016 re: National Inventory of Public Records and under RA 9470.
 - v. Preservation of all Permanent Records in custody must be considered (e.g. Digitization).
5. For concerns and queries you may email us at irenegrace.quinio@deped.gov.ph or at sdobatangas.records@deped.gov.ph.
 6. Immediate dissemination and compliance on this Memorandum are hereby enjoined.


MARITES A. IBAÑEZ, CESO V
Schools Division Superintendent
