



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

2 August 2024

DIVISION MEMORANDUM

No. 352, s. 2024

**CORRIGENDUM/ADDENDUM ON DM NO. 160, s.2024 RE: ENHANCED
COMPREHENSIVE GUIDELINES IN DOCUMENT MANAGEMENT OF SDO
BATANGAS RECORDS UNIT**

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. With reference to the Enhanced Comprehensive Guidelines in Document Management of SDO Batangas Province, as stipulated under Division Memorandum No. 160, s.2024, this office amends the following:

a. Item number 3-a, the schedule of transactions of Congressional Districts II and III from Tuesday and Thursday will now be changed to Monday, Tuesday and Thursday effective immediately. Please be informed that the **Tingloy Sub-Office** of Congressional District II will be exempted from the scheduled transactions due to transportation constraints. The revised schedule of transactions for all public schools and sub-offices shall be:

CONGRESSIONAL DISTRICT	SCHEDULED DAY OF TRANSACTIONS
Congressional Districts I & IV	Monday, Wednesday & Friday
Congressional Districts II & III	Monday, Tuesday and Thursday

b. Item number 1-a under the comprehensive guidelines, has been revised to specify the streamlined list for online submission. *(See Attachment A)*

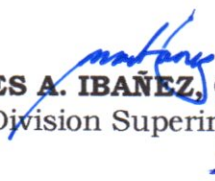
c. SDO Records unit announces the additional requirement of Affidavit of Loss for request of payroll records from 2023 onwards. In order to maximize resources and expedite the need for documentary requirements on financial claims, it is



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

reminded to improve the safekeeping of released payslips. Checklist of requirements for Certification, Authentication and Verification (CAV) of Academic Schools Records, and requirements for request for retrieval of records for Certified True Copy (CTC) or Non-CTC can be accessed at the official website of this division under downloads.

2. This office is considering amendments in order to further enhance the overall Records and Information Management System in the division. Thus, documents which are identified to be urgent must be communicated to the Records Unit personnel. All other stipulations under DM No. 160, s.2024, not covered in this issuance, shall remain in effect.
3. Enclosed herewith is the revised Attachment A: re: Enhanced Comprehensive Guidelines in Document Management of SDO Batangas Records Unit (for Schools and Sub-Offices) and the DM No. 160, s.2024.
4. Public Schools District Supervisors, School Heads, designated Liaison Officers and Records Custodians are advised to be guided with the comprehensive guidelines accordingly.
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. IBANEZ, CESO V
Schools Division Superintendent

Encl.: As stated

Reference: DM No. 160, s.2024

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

Issuances-Division Memorandum

IGG/CORRIGENDUM/ADDENDUM ON DM NO. 160, s.2024 RE: ENHANCED COMPREHENSIVE GUIDELINES IN DOCUMENT MANAGEMENT OF SDO BATANGAS RECORDS UNIT
R2-135936/August 2, 2024



Address: Provincial Sports Complex, Bolbok, 4200 Batangas City

Telephone: (043) 722-1840 / 722-1796

Email Address: deped.batangas@deped.gov.ph

Website: www.depedbatangas.com



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

Attachment A:

**ENHANCED COMPREHENSIVE GUIDELINES IN DOCUMENT MANAGEMENT OF
SDO BATANGAS RECORDS UNIT**
(for Schools and Sub-Offices)

1. 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. 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. It is compulsory to assign all the **Registrar I** employee as the Records Custodian of their assigned school. 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>



- 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*



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

(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
 - Project Development Officer
 - Other **Non-Teaching** Personnel that may qualify
- 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.
- v. Also, it is required to have an approved **School Memorandum/Sub-Office Memorandum** which will support the Official Designation of Liaisons Officers and Records Custodians. The approved **School Memo/Sub-Office Memo** will be attached to the **endorsement** to be submitted to the Records Unit.



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

- 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.
 - (1) **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.**
 - (2) **Authority to Travel and Leave of Absences of School Heads** must also have the Records Slip signed by the **PSDS.**
 - (3) **Cash Advance, WFP, Supplemental APP** and 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;



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

- i. SDO Records Unit consistently aims to encompass the convenience and efficiency of Records Management Program for Handling of Incoming Documents which includes the Online Submission of Select Documents. This office conveys the Updated List of select documents that can have the option to be submitted online which includes the following:
- (1) Authority to Travel
 - (2) Communication letters/Correspondences for the Schools Division Superintendent.
 - (3) Division Memoranda, Office Memoranda and Advisories (for SDO Personnel only)
 - (4) Request for A&E Test/Presentation Portfolio Assessment Passer Certification (CID-ALS)
 - (5) Issuance of Requested Documents from the Records Unit
 - (6) Request for Issuance of Certification for Remittances of Contributions (Accounting Unit)
 - (7) Data Request (Planning and Research Section)
 - (8) Other Planning Communications and Request (Planning and Research Section)
- ii. Document which can be submitted online shall be sent to the Official Email address of the Records Unit at sdobatangas.records@deped.gov.ph following these guidelines:
- (1) Include the fully accomplished Records Slip/Automated Records Slip in the document file and indicate the document Transaction Number in the subject title of the e-mail (for schools and sub-offices).
 - (2) Include all the needed requirements in one **(1) PDF File** format.
 - (3) Separate the submission of document file as per document process (1 document file per process).
 - (4) Documents submitted online will be printed in the Records Unit and will be routed as a Hard Copy to be forwarded to its



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

concerned office except for urgent document which needs to be transmitted online.

(5) Processed documents and other documents for retrieval will be Released in the Records Office to their respective Liaison Officer/School head or via email as urgency/need is determined.

(6) Documents submitted online through the official e-mail of SDO Records Unit will be accepted until 3:30 PM of the day. Documents submitted beyond 3:30 PM of the day and beyond working hours will be received the next working day.

iii. This Online Submission is only an option to accommodate select documents for online submission. Please expect some delay during hectic schedules or days of deadlines, thus, walk-in clients in the office are the priority. The Hard Copy of documents submitted online is no longer needed to be submitted in the Records Office once it is confirmed as received. The updated status in the Documents Tracking System (DTS - <https://www.depedbatangasdts.com>) or a confirmation reply will determine that the online submission is successful.

2. Guidelines on **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 other Separation benefits**.
 - i. All the documents retrieved from the records office must be scrutinized, 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.



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

- 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.
 - f. Pay slips can only be released to the designated Liaison Officers, School Heads and PSDS unless otherwise an authorization letter and ID of authorizing personnel will be provided by the claimant. Announcement on the availability of Pay Slips will be posted in the group chat of Liaison Officers OR in the division website.
3. Guidelines on **School/Sub-office Records File Management**;
- a. Designated school/sub-office **Records Custodian and Registrars** 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.
 - (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.



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

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 must be made in each respective school or sub-office.

iii. Issued and Released **Payslips, Approved Leave of Absence and Approved Travel Order** are **required to be filed, scanned/photocopied** by the designated **Records Custodian**.

(1) Scanned Copy/Photocopy of Pay Slip, Approved Leave of Absence and Approved Travel Order may be issued by the designated Records Custodian and can be stamped as “Verified True Copy from the Original”.

(2) **Scanned Copy/Photocopy of Payslip** must be **filed** by the designated Records Custodian with appropriate Records Series Title and have restriction to access. This is compulsory in order to address the concern of “**lost Pay slip**” which will be needed as supporting document for such claims and other requirements.

(3) **Original copy of Approved Leave** of Absence is required to be **filed** by the designated Records Custodian with appropriate Records Series Title and access restriction.

b. Certification, Authentication, And Verification (**CAV**) of Academic School Records must be executed based on the DepEd Order No. 48, s. 2017 and DM No. 177, s. 2022.

- i. Provide guidance and assistance to the client by on the submission of the requirements to DepEd Regional Office-CALABARZON in Gate 2, Karangalan Village, Cainta, Rizal.
- ii. Processing of CAV for ALS graduate and CLOSED SCHOOLS within the division will be administered in the SDO Batangas Records Unit.
- iii. All the needed forms and checklist of requirements for CAV processing were already indicated in the aforesaid memorandum and can be accessed on the official website of the division.
- iv. 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.



Address: Provincial Sports Complex, Bolbok, 4200 Batangas City

Telephone:(043)722-1840 / 722-1796

Email Address: deped.batangas@deped.gov.ph

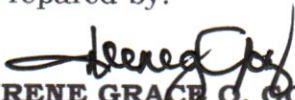
Website:www.depedbatangas.com



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

- i. Updating of the **Records Inventory** is mandated under DepEd Memorandum No. 133, s.2016 re: National Inventory of Public Records and under RA 9470.
- ii. Preservation of all Permanent Records in custody must be considered (e.g. Digitization).

Prepared by:


IRENE GRACE C. GONZALES

Administrative Officer IV (Records Officer)

Noted by:


LOU C. PANALIGAN

Administrative Officer V

Recommending Approval:


GREGORIO T. MUECO, CESO VI

Assistant Schools Division Superintendent

Chairman: Records Management Improvement Committee (RMIC)

Approved:


MARITES A. IBANEZ, CESO V
Schools Division Superintendent

IGG/DM-DIVISION MEMORANDUM

R2-135936/August 2, 2024