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

30 October 2026

DIVISION MEMORANDUM
No. 530, s. 2026

CONDUCT AND SUBMISSION OF PUBLIC RECORDS INVENTORY FOR CY 2026

To: Assistant Schools Division Superintendents
Chief- Curriculum Implementation Division (CID)
Chief- School Governance and Operations Division (SGOD)
Unit/Section Heads
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Designated Records Custodian
All Others Concerned

1. In compliance with the **Republic Act No. 9470**, also known as the National Archives of the Philippines (NAP) Act of 2007, under the provisions of Article III, Section 15, all the offices under the Schools Division of Batangas Province shall conduct the Public Records Inventory for Calendar Year 2026 and shall be mandated to keep the following data in each respective registry:

a. All public records under its custody;
b. All public records transferred to the National Archives;
c. Public records disposed of with authority under Sections 18 and 19 hereof;
d. Data of deferred transfer under Section 21; and
e. A public access register that contains information on:
i. Restrictions on public access to public records imposed under Section 31(g) hereof;
ii. Prohibitions imposed under Section 36 hereof on public access to public archives or protected records under the control of the executive director;
iii. The grounds for the prohibitions and restrictions stipulated under Sections 36 and 37 of this Act; and
iv. The conditions agreed to under Section 23 hereof as to public access for protected records is transferred to the control of the executive director.

2. In line with this directive, the submission of approved NAP Inventory Form must be through accomplishing the Microsoft Office Form at https://bit.ly/2026RECORDSinventory-BATSPROV or by scanning the QR code below.



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

3. Enclosed herewith are the same templates for the DepEd Records Disposition Schedule (RDS) and the template of NAP Inventory Form 2012 which can also be downloaded at https://bit.ly/2024-NAP-INVENTORY-FORM or through scanning the QR code below:

a. Please be guided by the following particulars in accomplishing the NAP Inventory Form. Upon identification and classification of records, the designated Records Custodian or Person-in-Charge of Files shall accomplish the NAP Inventory Form following the guidelines below:

ITEM NO.	PARTICULARS	INSTRUCTIONS
(7)	Person-In-Charge of Files	Indicate the name of the **designated School Records Custodian** who has custody and control of the records/files/documents. The Records Custodian must be supported by a duly issued **School Memorandum or Office Order designating him/her as the Records Custodian**.
(9)	Records Series Title and Description	Specify the exact records series title and description. Do not use generic descriptions such as "Others," "Various," "Miscellaneous," "Acronyms/Abbreviations," or "Name of Activity."
(10)	Period Covered/Inclusive Dates	Indicate the earliest and latest dates covered by the records (e.g., 1965-Present). Avoid terms such as "Various Years," "Miscellaneous Years," "Previous Years," or "Prior Years."
(11)	Volume	Indicate the quantity of records, preferably measured in cubic meters and/or number of folders (e.g., 2 cu. m. – 50 folders).
(12)	Records Medium	Specify the format or medium of records, such as paper, electronic files, microfilm, maps, drawings, CDs/DVDs, USB drives, external drives, or other media.
(13)	Restrictions	Classify records as Open Access, Restricted Access, Confidential, Secret, or Top Secret.

(14)	Location of Records	Specify the exact storage location of the records (e.g., Records Room, Cabinet A, Shelf 2).
(15)	Frequency of Use	Indicate how often the records are accessed, such as "As the Need Arises."
(16)	Duplication	State whether no duplicate exists or if a digitized/electronic duplicate is available.
(17)	Time Value	Classify records as Temporary or Permanent in accordance with the approved DepEd Records Disposition Schedule (RDS).
(18)	Utility Value	Identify the utility value of records as Administrative (Adm), Fiscal (F), Legal (L), or Archival (Arc).
(19)	Retention Period	Indicate the retention period prescribed in the approved DepEd RDS.
(20)	Disposition Provision	Indicate the disposition or remarks reflected in the approved DepEd RDS.

4. **Division Chiefs/Division Office Personnel/Section Heads, Public Schools District Supervisors, School Heads, Sub-Offices and School Designated Records Custodians** are advised to respectively implement the conduct of the Public Records Inventory for the Calendar Year 2026 before the deadline of submission on **November 27, 2026**.

5. For queries and concerns, you may email sdobatangas.records@deped.gov.ph.

6. Immediate dissemination and compliance on this Memorandum are hereby enjoined.

MARITES A. IBAÑEZ, CESO V
Schools Division Superintendent

Encl.: As stated
Reference: Republic Act 9470
To be indicated in the Perpetual Index under the following subject:

Issuances-Division Memorandum

IGG/ Conduct and Submission of Public Records Inventory for CY 2026
R2-157158/October 30, 2026

NATIONAL ARCHIVES OF THE PHILIPPINES *Pambansang Sinupan ng Pilipinas* **RECORDS DISPOSITION SCHEDULE**	1. AGENCY NAME: **DEPARTMENT OF EDUCATION** 2. ADDRESS: Ultra, Pasig City
3. SCHEDULE NO.: 2	4. DATE PREPARED:

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
	ADMINISTRATION & MANAGEMENT				
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
	Routine	2 years		2 years	After acted upon
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 routinary 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
	Routine	2 years		2 years	After acted upon
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	
	General Services				
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	
	Procurement Service and Supply/Property Records				
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	2 years		2 years	After equipment had been disposed
	Supplies	5 years		5 years	
39	PROCUREMENT FILES	5 years	5 years	10 years	Provided project is completed and settled
	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				
40	PROPERTY INVENTORIES	1 year		1 year	After updated
	Buildings				
	Equipment				
41	PURCHASE ORDERS	4 years		4 years	
42	PURCHASE REQUESTS	1 year		1 year	
43	REPORTS				
	Loss	PERMANENT			
	Waste Materials	2 years		2 years	
	Inspection and Acceptance	1 year		1 year	After property has been returned
44	REQUISITION AND ISSUE SLIPS (RIS)	1 year		1 year	
45	TRANSFERS WITHOUT COST	PERMANENT			
	FINANCE MANAGEMENT				
46	CERTIFICATIONS	1 year		1 year	
	Last Payments				
	Lost Checks				

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
47	CHECKS 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	FINANCIAL STATEMENTS Balance Sheets Statements of Operation/Income	PERMANENT			
49	NOTICES OF CASH ALLOCATIONS	3 years		3 years	
50	PAYROLLS / PAYROLL SHEETS	5 years	5 years	10 years	Provided post-audited, finally settled and not involved in any case
51	REMITTANCES (GSIS, HMDF, PhilHealth)				
	Advices	5 years	5 years	10 years	
	Lists	PERMANENT			
	Loans				
	Premiums				
52	REPORTS				
	Financial	5 years		5 years	After Annual Financial Report has been published
	Cash Flow				
	Statements of Income and Expenses				
	Statements of Government Equities				
	Lists of Due and Demandable Accounts Payable (LDDAP)	3 years		3 years	After superseded
	Liquidations	5 years	5 years	10 years	
53	TAXES				
	Advalorem/Duty	3 years	3 years	6 years	
	Exemptions	3 years	3 years	6 years	
	Expanded Value Added Tax	3 years	3 years	6 years	
	Income	3 years	3 years	6 years	
	Withholding Tax Certificates	4 years		4 years	After superseded
54	VOUCHERS, INCLUDING BILLS, INVOICES & OTHER SUPPORTING DOCUMENTS 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	
	Accounting Records				
55	AUTHORITIES FOR ALLOWANCES Clothing Cost of Living Allowance (COLA) Hardship Representation and Transportation Allowance (RATA)	2 years		2 years	After terminated
56	BOOKS OF FINAL ENTRIES General Ledgers Journals and Analysis of Ledgers Subsidiary Ledgers	PERMANENT			
57	BOOKS OF ORIGINAL ENTRIES 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	CONSOLIDATED ANNUAL AUDIT REPORTS	PERMANENT			
59	NOTICES OF TRANSFER ALLOCATIONS	1 year		1 year	
60	QUARTERLY STATEMENTS OF CASH ADVANCES	5 years	5 years	10 years	
61	TRIAL BALANCES AND OTHER REPORTS Cumulative Results of Operations-Unappropriated	PERMANENT			
	Monthly/Quarterly Trial Balances	2 years		2 years	After consolidated in the Annual Financial Report
	Preliminary/Final Annual Trial Balances Accountant's Copy	5 years	5 years	10 years	After Annual Financial Report has been published
	Auditor's Copy	PERMANENT			
	Regional Office Copy	5 years	5 years	10 years	After Annual Financial Report has been published
	Pre/Post Closing Trial Balances	5 years		5 years	After Annual Financial Report has been published
	Budget Records				
62	AGENCY BUDGET MATRICES	3 years		3 years	
63	BUDGET CIRCULARS AND ISSUANCES	5 years	5 years	10 years	
64	BUDGET PROPOSALS & SUPPORTING DOCUMENTS	3 years		3 years	
65	GENERAL APPROPRIATION ACTS	3 years		3 years	
66	MONTHLY CASH PROGRAMS	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	5 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	
	Cash Records				
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	
	HEALTH AND NUTRITION SERVICES				
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	MEDICAL / DENTAL RECORDS OF PERSONNEL / ATHLETES				
	Dental / Medical Cards	PERMANENT			
	Health Profiles	PERMANENT			
	Laboratory Results	2 years		2 years	
82	SCHEDULES OF NURSES AND DENTISTS	1 year		1 year	After updated
83	SPECIAL PROJECTS / PROGRAMS	PERMANENT			If implemented, otherwise, dispose after 5 years from date of record
	Dental Health Programs				
	Medical and Nursing Health Programs				
	Nutrition Programs				
	HUMAN RESOURCE MANAGEMENT SERVICES (PERSONNEL SERVICES)				
84	ANNUAL SUMMARY REPORTS FOR REPLACEMENT PROGRAMS FOR NON-ELIGIBLES	5 years		5 years	After separated/retired of concerned employee
85	APPLICATIONS / RECOMMENDATIONS FOR EMPLOYMENT	1 year		1 year	
86	APPLICATIONS FOR LEAVE OF ABSENCES	1 year		1 year	After recorded in Leave Cards
	Maternity				
	Parental (Solo Parent)				
	Paternity				
	Privilege/Special				
	Rehabilitation				
	Sick				
	Study				
	Terminal				
	Vacation				
	Violence Against Women and Children (VAWC)				
	Details				
	Stations				
87	AUTHORITIES TO FILL VACANT POSITIONS	2 years		2 years	After position has been filled up
88	CLAIMS ON EMPLOYEES COMPENSATION	5 years	5 years	10 years	
89	CERTIFICATES OF ELIGIBLES	2 years		2 years	
90	CONTRACTS TO TEACH	5 years		5 years	After renewed / terminated and noted in Service Cards
91	DAILY TIME RECORDS	1 year		1 year	After data have been posted in Leave Cards and post-audited
92	EQUIVALENT RECORDS FORMS WITH TRANSMITTAL	5 years		5 years	After separated from office
93	JOB ORDER CONTRACTS	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	PERMANENT			
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	1 year		1 year	
	Performance Rating Cards	5 years		5 years	After renewed/terminated
	Performance Target Worksheets	1 year		1 year	
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	PERMANENT			Other copies dispose after 3 years

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
104	POSITION / ITEM FILES Conversion Creation Deployment Extension Reclassification and Transfer Requests for Position	2 years		2 years	After follow-up/approval
105	PROMOTION RECORDS	2 years		2 years	After vacant position has been filled
106	PUBLICATIONS OF VACANT POSITIONS Filling up of Positions Protest Ranking Recommendations	2 years		2 years	After vacant position has been filled
107	RECORDS OF SERVICE CREDITS	1 year		1 year	After recording in the level codes
108	SCHOLARSHIP FILES				
	On-the-Job Trainees	2 years		2 years	
	Students	1 year		1 year	After finishing the term
	Teachers	4 years		4 years	After finishing the course
109	SEPARATION ORDERS / EXTRACTS OF RETIRED/TRANSFERRED/SEPARATED PERSONNEL	1 year		1 year	
110	SERVICE CARDS	PERMANENT			
111	SERVICE RECORDS	2 years		2 years	After updated provided a copy is incorporated in 201 Files
112	STATEMENTS OF ASSETS AND LIABILITIES	5 years	5 years	10 years	
	LEGAL SERVICES				
113	ADMINISTRATIVE DECISIONS (With Respect to Cases/Opinions/Decisions/ Resolutions/Orders)	PERMANENT			
114	CASES 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	COMPLAINTS / GRIEVANCES 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	PERMANENT			
	PHYSICAL FACILITIES AND SCHOOL ENGINEERING SERVICES				
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	
	Basic Education Information Services				
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	5 years		5 years	
	Site Ownership	PERMANENT			
	Site Development Plans	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	
	PLANNING SERVICES				
129	BASIC EDUCATION INFORMATION SYSTEM (EMIS) MODULES 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	DEVELOPMENT PLANS Action Strategic	PERMANENT			
131	PERFORMANCE INDICATORS 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	PERFORMANCE MEASURE FRAMEWORKS BY REGIONS AND BY QUARTERS	3 years		3 years	
133	PROFILES Government Secondary School Profiles (GSSP) Private Schools	PERMANENT			
134	REQUESTS FOR ITEM POSITIONS	2 years		2 years	After acted upon
135	REPORTS Accomplishments Annual Central	PERMANENT			

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

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
cont. 143	ACHIEVEMENT TEST RESULTS Regional Achievement Tests School Achievement Tests	PERMANENT			
144	BOOK FILES Comments on the Evaluation of Books Requests for Certifications	5 years		5 years	After files have been recorded After acted upon
145	CERTIFICATIONS Enrollment Good Moral Character Graduation Report of Rating of Students Special Orders	1 year		1 year	
146	CHANGE OF NAME OF SCHOOLS	PERMANENT			
147	CLUSTERING / DECLUSTERING OF SCHOOL DOCUMENTS	3 years		3 years	After superseded
148	CONTESTS AND COMPETITIONS	2 years		2 years	
149	ESTABLISHMENTS / SEPARATIONS / INTEGRATION OF SCHOOLS	PERMANENT			
150	GOVERNMENT RECOGNITIONS (PRIVATE SCHOOLS)	PERMANENT			
151	INSTRUCTIONAL MATERIALS Books Modules Supplementary Readings Videos/CDs/Cassette Tapes/Films	PERMANENT			Retain 2 copies pemanently in hard & soft copy. Other copies dispose 2 years after revised.
152	NATIONAL CAREER ASSESSMENT EXAMINATION RESULTS	PERMANENT			
153	PHILIPPINE VALIDATING EXAMINATIONS (NETRC)	PERMANENT			
154	PERMITS Cross-Enroll Study (Foreign Students)	2 years		2 years	After graduation
155	PROMOTIONAL REPORTS (ELEMENTARY/SECONDARY)	PERMANENT			
156	REQUESTS / APPROVALS Overload of Subjects for Graduating Students Summer Classes Transfer of Local/Foreign Students Translations of Diplomas	1 year		1 year	
157	SPECIAL PROGRAMS / PROJECTS Implemented Not-Implemented	PERMANENT 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	
	School Level Records				
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				
	Anecdotal Records of Pupils/Students	5 years		5 years	After graduated
	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	
171	CLASS AND TEACHERS PROGRAMS	PERMANENT			
	Class Programs (Form 29)				
	Summaries of Information of Teachers (Form 31)				
	Teachers' Program (Form 30)				
172	CONSOLIDATED DATA OF TEACHING/ NON-TEACHING PERSONNEL (Form 31)	5 years		5 years	After updated/superseded
173	COURSES OF STUDY / SYLLABI	PERMANENT			
174	ENROLLMENT SLIPS	1 year		1 year	
175	GRADING SHEETS	2 years		2 years	
176	LESSON PLANS	1 year		1 year	
177	LISTS				
	Accredited Courses/Subjects	PERMANENT			
	Candidates for Graduation	PERMANENT			
	ENROLLMENT LISTS	2 years		2 years	
	Graduates/Honor Graduates	PERMANENT			
	School Personnel and Officials	1 year		1 year	After superseded
178	LIBRARY FILES				
	Accession Books (PF 146)	PERMANENT			
	Book Cards (PF 149)	PERMANENT			
	Borrower's Cards	1 year		1 year	After date of last entry
	Catalogue Cards (PF 150)	PERMANENT			
179	PERMITS				
	Government Permits	PERMANENT			
	Government Recognitions	PERMANENT			
	Permits to Operate	5 years		5 years	After expired
	Permits to Study	2 years		2 years	After graduated
	Tuition Fee Increases	5 years		5 years	
180	PROFILES				
	Schools	PERMANENT			
	Socio-Economic of Pupils	5 years		5 years	After graduated
	Students	5 years		5 years	After graduated
	Teachers	5 years	10 years	15 years	After separated/retired
181	PROPOSED ORGANIZATION OF CLASSES	PERMANENT			If implemented, otherwise dispose after 3 years
	DepEd-MTAP				
	Quiz Bee				
	Science Quiz				
182	RANKING / LISTS OF HONOR STUDENTS	3 years		3 years	After graduated
183	RANKING OF TEACHER APPLICANTS	1 year		1 year	After updated
184	RECORDS OF STUDENT'S DISCIPLINARY ACTIONS	2 years		2 years	After graduated

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

2008

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12. Approved:

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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

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VENECIA C. MAXIMO
Chairman
Records Management Evaluation Committee

4/16/10
Date

APPROVED:

MARIETTA R. CHOU
Executive Director

April 19, 2010
Date

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