



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

20 November 2025

DIVISION MEMORANDUM

No. 681, s. 2025

CONDUCT AND SUBMISSION OF CY 2025 PUBLIC RECORDS INVENTORY

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 2025 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/2025-RECORDS-INVENTORY> or by scanning the QR code below.





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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 with the following particulars in accomplishing the NAP Inventory Form.

i. The **(7) Person In-Charge of Files** is the person/employee having control of custody of the records/files/documents.

ii. **(9) Records Series Title and Description** must be specified and should not be named as "Others", "Various", "Miscellaneous", "Acronyms/Abbreviations", or "Name of Activity".

iii. The **(10) Period Covered/Inclusive Dates** must be from the earliest to the latest year (e.g. 1965-present). **Avoid** indicating "Various Years", "Miscellaneous Years", "Previous Years", "Prior Years".

iv. **(11) Volume** can be the measurement of the file container in cubic meters (e.g. 2 cu. m-50 folders).

v. **(12) Records Medium** should be specified whether in paper, electronic, microfilm, map, drawing, cd/dvd/usb/external drive, or in any form.

vi. **(13) Restrictions** of files can be "Open Access", "Restricted Access", "Confidential", "Secret or Top Secret" records.

vii. **(14) Location of Records** should be specified (e.g. Room 617 Vault 1 Cabinet A).

viii. **(15) Frequency of Use** can be as the need arises.

ix. **(16) Duplication** can be none or a digitized duplicate.

x. **(17) Time Value** of records should be categorized as Temporary or Permanent as indicated in the Approved DepEd Records Disposition Schedule (RDS).

xi. **(18) Utility Value** of records can be **Adm**-Administrative, **F**-Fiscal, **L**-Legal and **Arc**-Archival.

xii. **(19) Retention Period** of records can be identified as indicated in the DepEd RDS.



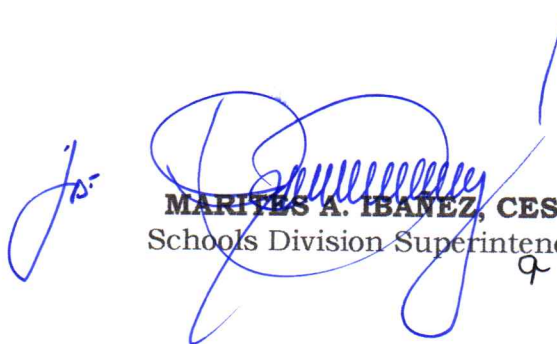
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xiii. **(20) Disposition** Provision is the "Remarks" indicated in the DepEd RDS.

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 2025 before the deadline of submission on **December 15, 2025**.

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. IBANEZ, 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 CY 2025 PUBLIC RECORDS INVENTORY
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