



July 1, 2019



**REGIONAL MEMORANDUM**  
No. 029, s. 2019

**DEPED RECORDS DISPOSITION SCHEDULE (RDS)**

**TO: SCHOOLS DIVISION SUPERINTENDENTS**  
This Region

1. Attached herewith is the Records Disposition Schedule of the Department of Education duly approved by the National Archives of the Philippines (NAP) dated April 19, 2010.
2. All concerned are hereby reminded to strictly adhere with the said disposition schedule.
3. In case a certain document is not found in the DepEd RDS, you are advised to refer to the NAP General Records Disposition Schedule stipulated in NAP General Circular No. 2 dated January 20, 2009 re: Guidelines on the Disposal of Valueless Records in the Government Agencies.
4. All concerned are also reminded to strictly comply with the said NAP records disposition guidelines.
5. For your information, guidance and compliance.

  
**FRANCIS CESAR B. BRINGAS, CESO V**  
Schools Division Superintendent  
Officer-in-charge *sw*  
Office of the Regional Director

ASD/mcao  
07/01/2019

DCC No.  
DepEdRO13-F-REC-013/R1/5-28-2019

Document Tracking No.

2019-07-8975



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| <b>NATIONAL ARCHIVES OF THE PHILIPPINES</b><br><i>Pambansang Sinupan ng Pilipinas</i><br><b>RECORDS DISPOSITION SCHEDULE</b> |                                                                                                                                                                                                                                                                               | <b>1. AGENCY NAME:</b><br><b>DEPARTMENT OF EDUCATION</b> |           |         |                                            |
|------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|-----------|---------|--------------------------------------------|
|                                                                                                                              |                                                                                                                                                                                                                                                                               | <b>2. ADDRESS:</b><br>Ultra, Pasig City                  |           |         |                                            |
| <b>3. SCHEDULE NO.:</b><br>2                                                                                                 |                                                                                                                                                                                                                                                                               | <b>4. DATE PREPARED:</b><br>                             |           |         |                                            |
| 5. ITEM NO.                                                                                                                  | 6. RECORD SERIES TITLE AND DESCRIPTION                                                                                                                                                                                                                                        | 7. RETENTION PERIOD                                      |           |         | 8. REMARKS                                 |
|                                                                                                                              |                                                                                                                                                                                                                                                                               | Active                                                   | Storage   | Total   |                                            |
|                                                                                                                              | <b><u>ADMINISTRATION &amp; MANAGEMENT</u></b>                                                                                                                                                                                                                                 |                                                          |           |         |                                            |
| 1                                                                                                                            | ACKNOWLEDGMENT LETTERS / RECEIPTS                                                                                                                                                                                                                                             |                                                          |           |         | To be filed with appropriate record series |
| 2                                                                                                                            | ATHLETICS/SPORTS FILES<br>Athletes' Profiles<br>Letters/Endorsements<br>Results<br>Souvenir Programs                                                                                                                                                                          | 1 year                                                   |           | 1 year  | After graduated                            |
| 3                                                                                                                            | AUTHORITIES TO TRAVEL<br>Employees<br>Officials<br>Teachers/Principals/Asst. School<br>Division Superintendents / Division<br>Superintendents                                                                                                                                 | 2 years                                                  |           | 2 years |                                            |
| 4                                                                                                                            | AWARDS AND COMMENDATIONS                                                                                                                                                                                                                                                      |                                                          | PERMANENT |         |                                            |
| 5                                                                                                                            | BOARD / COUNCIL FILES<br>Memoranda<br>Original Letters<br>Reports<br>Resolutions                                                                                                                                                                                              |                                                          | PERMANENT |         |                                            |
| 6                                                                                                                            | CALAMITY RECORDS                                                                                                                                                                                                                                                              | 2 years                                                  |           | 2 years |                                            |
| 7                                                                                                                            | CERTIFICATES OF APPEARANCE                                                                                                                                                                                                                                                    | 1 year                                                   |           | 1 year  |                                            |
| 8                                                                                                                            | CERTIFICATIONS<br>Certifications, Authentications and<br>Verifications (CAV)<br>Certificates of Graduation<br>Diplomas<br>Student Report Cards (Form 137)<br>Special Orders<br>Employment and Salary<br>Enrollment<br>Good Moral Character (Issued by the<br>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<br>Organizational/Functional<br>Process Flow                                                                                                        | PERMANENT           |         |         |                                                                    |
| 10          | CLEARANCES<br>Students/Teachers/Employees<br>Tuition Fees                                                                                                  | 1 year              |         | 1 year  |                                                                    |
| 11          | CREATION OF DIVISION AND DISTRICT<br>OFFICE RECORDS                                                                                                        | PERMANENT           |         |         |                                                                    |
| 12          | COMMITTEE FILES<br>Investigating<br>Task Force                                                                                                             | PERMANENT           |         |         |                                                                    |
| 13          | COMMUNICATIONS/CORRESPONDENCES<br>Non-Routine                                                                                                              |                     |         |         | To be filed with appropriate<br>records series<br>After acted upon |
|             | Routine                                                                                                                                                    | 2 years             |         | 2 years |                                                                    |
| 14          | DIRECTIVES / ISSUANCES<br>Issued by the Head of Agency<br>documenting policies, procedures,<br>standards, rules and regulations,<br>programs of the agency | PERMANENT           |         |         |                                                                    |
|             | Issued by the Head of Agency<br>reflecting routinary information                                                                                           | 2 years             |         | 2 years | After superseded                                                   |
| 15          | DIRECTORIES OF PERSONNEL /<br>SCHOOL OFFICIALS<br>Advisories<br>Bulletins<br>Circulars                                                                     | 2 years             |         | 2 years | After superseded                                                   |
| 16          | INQUIRIES / QUERIES<br>Non-Routine                                                                                                                         |                     |         |         | To be filed with appropriate<br>records series<br>After acted upon |
|             | Routine                                                                                                                                                    | 2 years             |         | 2 years |                                                                    |
| 17          | LISTS<br>Monuments/Shrines (National)<br>Officials (Local/National)                                                                                        | 1 year              |         | 1 year  | After updated                                                      |
| 18          | MANUALS                                                                                                                                                    | PERMANENT           |         |         |                                                                    |
| 19          | MEETING FILES (ExeCom/ManCom)<br>Committee Reports<br>Minutes of Meetings<br>Policies<br>Resolutions<br>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) | P E R M A N E N T   |         |         | If implemented, otherwise, dispose after 5 years from date of record |
| 22          | PUBLICATIONS<br>(Created by DepEd)<br>Advertisements<br>Advisories<br>Books<br>Journals<br>Newsletters<br>Press Releases                                                | P E R M A N E N T   |         |         | Records Set                                                          |
| 23          | SEMINAR / WORKSHOP / CONVENTION INVITATIONS                                                                                                                             | 1 year              |         | 1 year  |                                                                      |
| 24          | SOLICITATIONS                                                                                                                                                           | 1 year              |         | 1 year  |                                                                      |
| 25          | SPECIMEN SIGNATURES                                                                                                                                                     | P E R M A N E N T   |         |         |                                                                      |
| 26          | TRAVEL / VISIT FILES<br>Foreign<br>Local                                                                                                                                | 1 year              |         | 1 year  |                                                                      |
|             | <b>General Services</b>                                                                                                                                                 |                     |         |         |                                                                      |
| 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  |                                                                      |
|             | <b>Procurement Service and Supply/Property Records</b>                                                                                                                  |                     |         |         |                                                                      |
| 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<br>Equipment<br>Supplies                                                                                                                                                                                                                                                                                                                                                                                                                        | 2 years<br>5 years  |           | 2 years<br>5 years | After equipment had been disposed         |
| 39          | PROCUREMENT FILES<br>Abstracts<br>Bids / Canvasses<br>Evaluations of Quotations<br>Bid Evaluations<br>Contracts<br>Invitations to Bid<br>Minutes of Pre-Bid Conference<br>Modes of Procurement (Resolution)<br>Notices of Award<br>Notices to Proceed<br>Programs of Work<br>Pre-Bid Bulletins<br>Resolutions to Award<br>BAC Resolutions<br>Alternative Modes of Procurement<br>Award Shopping and other modes of procurement and other pertinent documents | 5 years             | 5 years   | 10 years           | Provided project is completed and settled |
| 40          | PROPERTY INVENTORIES<br>Buildings<br>Equipment                                                                                                                                                                                                                                                                                                                                                                                                               | 1 year              |           | 1 year             | After updated                             |
| 41          | PURCHASE ORDERS                                                                                                                                                                                                                                                                                                                                                                                                                                              | 4 years             |           | 4 years            |                                           |
| 42          | PURCHASE REQUESTS                                                                                                                                                                                                                                                                                                                                                                                                                                            | 1 year              |           | 1 year             |                                           |
| 43          | REPORTS<br>Loss<br>Waste Materials<br>Inspection and Acceptance                                                                                                                                                                                                                                                                                                                                                                                              |                     | PERMANENT |                    |                                           |
|             |                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 2 years<br>1 year   |           | 2 years<br>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<br>Last Payments<br>Lost Checks                                                                                                                                                                                                                                                                                                                                                                                                               | 1 year              |           | 1 year             |                                           |



| 5. ITEM NO. | 6. RECORD SERIES TITLE AND DESCRIPTION                                                                                                                                                                                           | 7. RETENTION PERIOD                                 |                                               |                                                     | 8. REMARKS                                                                |
|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|-----------------------------------------------|-----------------------------------------------------|---------------------------------------------------------------------------|
|             |                                                                                                                                                                                                                                  | Active                                              | Storage                                       | Total                                               |                                                                           |
| 47          | CHECKS<br>Automated Payroll Deduction System<br>Expenses<br>Capital Outlay<br>Personal Services<br>Maintenance and other Operating<br>Expenses ( MOOE)<br>Funds<br>Provident<br>Realignment<br>Transfer<br>Trust/Special Purpose | 5 years                                             | 5 years                                       | 10 years                                            | Provided post-audited, finally<br>settled and not involved in<br>any case |
| 48          | FINANCIAL STATEMENTS<br>Balance Sheets<br>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<br>settled and not involved<br>in any case |
| 51          | REMITTANCES (GSIS, HMDF, PhilHealth)<br>Advices<br>Lists<br>Loans<br>Premiums                                                                                                                                                    | 5 years                                             | 5 years                                       | 10 years                                            |                                                                           |
| 52          | REPORTS<br>Financial<br>Cash Flow<br>Statements of Income and Expenses<br>Statements of Government Equities<br>Lists of Due and Demandable Accounts<br>Payable (LDDAP)<br>Liquidations                                           | 5 years                                             |                                               | 5 years                                             | After Annual Financial Report<br>has been published                       |
|             |                                                                                                                                                                                                                                  | 3 years                                             |                                               | 3 years                                             | After superseded                                                          |
|             |                                                                                                                                                                                                                                  | 5 years                                             | 5 years                                       | 10 years                                            |                                                                           |
| 53          | TAXES<br>Advalorem/Duty<br>Exemptions<br>Expanded Value Added Tax<br>Income<br>Withholding Tax Certificates                                                                                                                      | 3 years<br>3 years<br>3 years<br>3 years<br>4 years | 3 years<br>3 years<br>3 years<br>3 years<br>. | 6 years<br>6 years<br>6 years<br>6 years<br>4 years | After superseded                                                          |
| 54          | VOUCHERS, INCLUDING BILLS,<br>INVOICES & OTHER SUPPORTING<br>DOCUMENTS<br>Disbursements<br>Journals<br>Liquidations<br>Petty Cash<br>Reimbursement Expense Receipts<br>Travelling Expenses                                       | 5 years                                             | 5 years                                       | 10 years                                            | Provided post-audited, finally<br>settled and not involved<br>in any case |

| 5. ITEM NO. | 6. RECORD SERIES TITLE AND DESCRIPTION                                                                                                                                                                                                                                                   | 7. RETENTION PERIOD |         |          | 8. REMARKS                                        |
|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|---------|----------|---------------------------------------------------|
|             |                                                                                                                                                                                                                                                                                          | Active              | Storage | Total    |                                                   |
|             | <b>Accounting Records</b>                                                                                                                                                                                                                                                                |                     |         |          |                                                   |
| 55          | AUTHORITIES FOR ALLOWANCES<br>Clothing<br>Cost of Living Allowance (COLA)<br>Hardship<br>Representation and Transportation Allowance (RATA)                                                                                                                                              | 2 years             |         | 2 years  | After terminated                                  |
| 56          | BOOKS OF FINAL ENTRIES<br>General Ledgers<br>Journals and Analysis of Ledgers<br>Subsidiary Ledgers                                                                                                                                                                                      | PERMANENT           |         |          |                                                   |
| 57          | BOOKS OF ORIGINAL ENTRIES<br>Cash/Check Disbursements<br>Cash Receipts<br>General Journals<br>Journals and Analysis of Obligations<br>Journals of Bills Rendered<br>Journals of Checks Issued<br>Journals of Collections and Deposits<br>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<br>Cumulative Results of Operations-<br>Unappropriated<br>Monthly/Quarterly Trial Balances<br><br>Preliminary/Final Annual Trial Balances<br>Accountant's Copy<br><br>Auditor's Copy<br>Regional Office Copy<br><br>Pre/Post Closing Trial Balances     | PERMANENT           |         |          |                                                   |
|             |                                                                                                                                                                                                                                                                                          | 2 years             |         | 2 years  | After consolidated in the Annual Financial Report |
|             |                                                                                                                                                                                                                                                                                          | 5 years             | 5 years | 10 years | After Annual Financial Report has been published  |
|             |                                                                                                                                                                                                                                                                                          | PERMANENT           |         |          |                                                   |
|             |                                                                                                                                                                                                                                                                                          | 5 years             | 5 years | 10 years | After Annual Financial Report has been published  |
|             |                                                                                                                                                                                                                                                                                          | 5 years             |         | 5 years  | After Annual Financial Report has been published  |
|             | <b>Budget Records</b>                                                                                                                                                                                                                                                                    |                     |         |          |                                                   |
| 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<br>Local<br>National                                                                                                                                                             | 5 years             | 5 years | 10 years |                                                                        |
| 70          | REGISTRIES OF ALLOTMENT                                                                                                                                                                                   | 5 years             |         | 5 years  |                                                                        |
| 71          | SPECIAL ALLOTMENT RELEASE<br>ORDERS (SARO)                                                                                                                                                                | 3 years             |         | 3 years  |                                                                        |
| 72          | SUB-ALLOTMENT RELEASE ORDERS<br>(Sub-ARO)                                                                                                                                                                 | 3 years             |         | 3 years  |                                                                        |
|             | <b>Cash Records</b>                                                                                                                                                                                       |                     |         |          |                                                                        |
| 73          | FIDELITY BONDS / BONDS                                                                                                                                                                                    | 1 year              |         | 1 year   | After renewed                                                          |
| 74          | OFFICIAL CASH BOOKS<br>Collections<br>Disbursements                                                                                                                                                       | PERMANENT           |         |          |                                                                        |
| 75          | OFFICIAL RECEIPTS                                                                                                                                                                                         | 5 years             | 5 years | 10 years | After post-audited, finally<br>settled and not involved<br>in any case |
| 76          | RECORD BOOKS FOR CHECKS<br>RELEASES                                                                                                                                                                       | 5 years             | 5 years | 10 years | After date of last entry                                               |
| 77          | REPORTS<br>Advices of Checks Issued and Cancelled<br>Cash/Check Disbursements<br>Checks Issued and Cancelled<br>Collections<br>Summaries of Checks Released and<br>Cancelled<br>Proportional Vacation Pay | 5 years             | 5 years | 10 years |                                                                        |
|             | <b>HEALTH AND NUTRITION SERVICES</b>                                                                                                                                                                      |                     |         |          |                                                                        |
| 78          | HEALTH AND NUTRITION REPORTS<br>Annual<br>Monthly / Quarterly                                                                                                                                             | PERMANENT           |         |          |                                                                        |
| 79          | LISTS<br>HEALTH AND NUTRITION Personnel<br>Distribution of Medicines & Supplies                                                                                                                           | 2 years             |         | 2 years  |                                                                        |
|             |                                                                                                                                                                                                           | 1 year              |         | 1 year   | After updated                                                          |
| 80          | MAGNA CARTA OF PUBLIC HEALTH<br>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<br>Dental / Medical Cards<br>Health Profiles<br>Laboratory Results                                                                                                                         | 2 years             | PERMANENT<br>PERMANENT | 2 years  |                                                                      |
| 82          | SCHEDULES OF NURSES AND DENTISTS                                                                                                                                                                                                            | 1 year              |                        | 1 year   | After updated                                                        |
| 83          | SPECIAL PROJECTS / PROGRAMS<br>Dental Health Programs<br>Medical and Nursing Health Programs<br>Nutrition Programs<br><br>HUMAN RESOURCE MANAGEMENT SERVICES (PERSONNEL SERVICES)                                                           |                     | PERMANENT              |          | If implemented, otherwise, dispose after 5 years from date of record |
| 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<br>Maternity<br>Parental (Solo Parent)<br>Paternity<br>Privilege/Special<br>Rehabilitation<br>Sick<br>Study<br>Terminal<br>Vacation<br>Violence Against Women and Children (VAWC)<br>Details<br>Stations | 1 year              |                        | 1 year   | After recorded in Leave Cards                                        |
| 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<br>GSIS<br>Pag-Ibig<br>PhilHealth<br>Others                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | P E R M A N E N T           |          |                             |                                                  |
| 98          | MONTHLY REPORTS OF SERVICE AND ATTENDANCE / ABSTRACTS OF ABSENCES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 2 years                     |          | 2 years                     |                                                  |
| 99          | NEW APPRAISAL PERFORMANCE SYSTEM FILES<br>Performance Appraisals/Evaluations/ Rating Reports<br>Performance Rating Cards<br>Performance Target Worksheets                                                                                                                                                                                                                                                                                                                                                                                                                                         | 1 year<br>5 years<br>1 year |          | 1 year<br>5 years<br>1 year | After renewed/terminated                         |
| 100         | NOTICES OF ASSIGNMENTS<br>Lists<br>Details<br>Stations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 1 year                      |          | 1 year                      |                                                  |
| 101         | PERMITS TO STUDY/TEACH                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 1 year                      |          | 1 year                      | After renewed/terminated                         |
| 102         | PERSONNEL FOLDERS (201 FILES)<br>Appointments<br>Approvals of Retirement<br>Awards<br>Change of Status<br>Designations<br>Dropping from the Rolls (AWOL)<br>First/Last Day of Service Certifications<br>Longevity<br>Notices of Salary Adjustment (NOSA)<br>Notices of Step Increment (NOSI)<br>Oaths of Office<br>Personal Data Sheets (latest)<br>Position Description Forms<br>PRC Licenses<br>Reports of Rating (Eligibilities)<br>Resignations/Transfers/Reinstatements/ Return to Duty<br>Retirements (GSIS Clearance)<br>Separations<br>Service Records (updated)<br>Transcript of Records | 5 years                     | 10 years | 15 years                    | After retired/separated                          |
| 103         | PERSONNEL SERVICES ITEMIZATION AND PLANTILLA OF PERSONNEL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | P E R M A N E N T           |          |                             | 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<br>Conversion<br>Creation<br>Deployment<br>Extension<br>Reclassification and Transfer<br>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<br>Filling up of Positions<br>Protest Ranking<br>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<br>On-the-Job Trainees<br>Students<br>Teachers                                                                                      | 2 years<br>1 year<br>4 years |         | 2 years<br>1 year<br>4 years | After finishing the term<br>After finishing the course        |
| 109         | SEPARATION ORDERS / EXTRACTS OF<br>RETIRED/TRANSFERRED/SEPARATED<br>PERSONNEL                                                                         | 1 year                       |         | 1 year                       |                                                               |
| 110         | SERVICE CARDS                                                                                                                                         | P E R M A N E N T            |         |                              |                                                               |
| 111         | SERVICE RECORDS                                                                                                                                       | 2 years                      |         | 2 years                      | After updated provided a copy is incorporated in 201 Files    |
| 112         | STATEMENTS OF ASSETS AND<br>LIABILITIES                                                                                                               | 5 years                      | 5 years | 10 years                     |                                                               |
|             | <b>LEGAL SERVICES</b>                                                                                                                                 |                              |         |                              |                                                               |
| 113         | ADMINISTRATIVE DECISIONS (With<br>Respect to Cases/Opinions/Decisions/<br>Resolutions/Orders)                                                         | P E R M A N E N T            |         |                              |                                                               |
| 114         | CASES<br>Administrative<br>Civil Service Commission<br>Department of Education<br>Ombudsman<br>Civil / Criminal                                       | 4 years                      | 3 years | 7 years                      | After finally settled except<br>Decisions which are Permanent |
| 115         | COMPLAINTS / GRIEVANCES<br>Actions Taken on the Complaints<br>Counter Affidavits and/or Answers<br>Investigation Reports<br>Rejoinders<br>Resolutions | 5 years                      |         | 5 years                      | After finally settled                                         |

| 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<br>Personnel<br>Students                                                                                                                                                  | PERMANENT              |         |         |                                               |
| 118      | DEEDS (Acquisition of Books/Teaching Aids and Vehicles)<br>Donations<br>Sale                                                                                                                               | PERMANENT              |         |         |                                               |
| 119      | MEMORANDA OF AGREEMENT/UNDERSTANDING                                                                                                                                                                       | PERMANENT              |         |         |                                               |
|          | <b>PHYSICAL FACILITIES AND SCHOOL ENGINEERING SERVICES</b>                                                                                                                                                 |                        |         |         |                                               |
| 120      | ASSESSMENTS OF SCHOOLS                                                                                                                                                                                     | 5 years                |         | 5 years | After superseded                              |
| 121      | EDUCATIONAL FACILITIES MANAGEMENT MANUALS                                                                                                                                                                  | PERMANENT              |         |         |                                               |
| 122      | INVENTORIES OF SCHOOL BUILDINGS AND FIXTURES                                                                                                                                                               | 1 year                 |         | 1 year  |                                               |
| 123      | SUMMARIES OF ESTIMATED COST OF REHABILITATION                                                                                                                                                              | 5 years                |         | 5 years |                                               |
|          | <b>Basic Education Information Services</b>                                                                                                                                                                |                        |         |         |                                               |
| 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<br>Listings of RED and BLACK Schools<br>Budget Allocations<br>Requests for Construction<br>School Based Repair and Maintenance Scheme<br>Site Ownership<br>Site Development Plans | 5 years                |         | 5 years |                                               |
|          |                                                                                                                                                                                                            | PERMANENT<br>PERMANENT |         |         |                                               |
| 128      | SURVEYS OF WATER & ELECTRICITY FACILITY ASSESSMENT PROGRAMS                                                                                                                                                | PERMANENT              |         |         |                                               |



| ITEM NO. | 6. RECORD SERIES TITLE AND DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 7. RETENTION PERIOD |         |          | 8. REMARKS       |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|---------|----------|------------------|
|          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Active              | Storage | Total    |                  |
| 129      | <b>PLANNING SERVICES</b><br><b>BASIC EDUCATION INFORMATION SYSTEM (EMIS) MODULES</b><br>Module I<br>Clientele Identifications<br>Clientele Database<br>Module II<br>Staff<br>Personnel Database<br>Module III<br>Curriculum Database<br>Module IV<br>Legislations and Control Database<br>Module V<br>Physical Facilities (By Division/<br>District/Barangay)<br>Module VI<br>Financial Database<br>Module VII<br>Community Extension Database<br>Module VIII<br>Educational Planning, Research<br>and Evaluation Database<br>Quick Count Framework Module<br>(BEIS-QC) | PERMANENT           |         |          |                  |
| 130      | <b>DEVELOPMENT PLANS</b><br>Action<br>Strategic                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | PERMANENT           |         |          |                  |
| 131      | <b>PERFORMANCE INDICATORS</b><br>Achievement Rates<br>Cohort / Survival Rates<br>Completion Rates<br>Dropout Rates<br>Literacy Rates<br>Participation Rates<br>Promotion Rates<br>Pupil-Classroom Ratios<br>Pupil-Desk Ratios<br>Pupil-Textbook Ratios<br>Retention Rates                                                                                                                                                                                                                                                                                               | 5 years             | 5 years | 10 years |                  |
| 132      | <b>PERFORMANCE MEASURE FRAMEWORKS BY REGIONS AND BY QUARTERS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 3 years             |         | 3 years  |                  |
| 133      | <b>PROFILES</b><br>Government Secondary School<br>Profiles (GSSP)<br>Private Schools                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | PERMANENT           |         |          |                  |
| 134      | <b>REQUESTS FOR ITEM POSITIONS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 2 years             |         | 2 years  | After acted upon |
| 135      | <b>REPORTS</b><br>Accomplishments<br>Annual<br>Central                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | PERMANENT           |         |          |                  |

| 5. ITEM NO. | 6. RECORD SERIES TITLE AND DESCRIPTION                    | 7. RETENTION PERIOD |         |          | 8. REMARKS                                                                         |
|-------------|-----------------------------------------------------------|---------------------|---------|----------|------------------------------------------------------------------------------------|
|             |                                                           | Active              | Storage | Total    |                                                                                    |
| cont. 135   | REPORTS                                                   |                     |         |          |                                                                                    |
|             | Accomplishments                                           |                     |         |          |                                                                                    |
|             | Annual                                                    |                     |         |          |                                                                                    |
|             | Divisions                                                 |                     |         |          |                                                                                    |
|             | Regions                                                   |                     |         |          |                                                                                    |
|             | Quarterly/Monthly/Weekly                                  | 1 year              |         | 1 year   | After consolidated in Annual Report                                                |
|             | Annual Audit                                              |                     |         |          |                                                                                    |
|             | B592 Supervisory                                          | 1 year              |         | 1 year   | After consolidated in Annual Report                                                |
|             | Deployment                                                | 3 years             |         | 3 years  |                                                                                    |
|             | Management Actions on Audit Findings                      |                     |         |          |                                                                                    |
|             | Monitoring and Evaluation of                              |                     |         |          |                                                                                    |
|             | Regional Projects                                         |                     |         |          |                                                                                    |
|             | Statistical Summaries                                     |                     |         |          |                                                                                    |
|             | Enrollment and Attendance                                 |                     |         |          |                                                                                    |
|             | Numbers of Teachers and Students                          |                     |         |          |                                                                                    |
|             | Schools                                                   |                     |         |          |                                                                                    |
|             | Statistical Bulletins                                     |                     |         |          |                                                                                    |
|             | SCHOOL MANAGEMENT                                         |                     |         |          |                                                                                    |
|             | Alternative Learning System                               |                     |         |          |                                                                                    |
| 136         | ACCREDITATION AND EQUIVALENCY TEST RESULTS                |                     |         |          |                                                                                    |
| 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)                           |                     |         |          |                                                                                    |
| 139         | ANNUAL ACTION PLANS                                       |                     |         |          |                                                                                    |
|             | Lists of Target Clients                                   |                     |         |          |                                                                                    |
|             | Target Areas                                              |                     |         |          |                                                                                    |
| 140         | CAPABILITY BUILDING PROFILES                              |                     |         |          |                                                                                    |
| 141         | PROJECT FILES                                             |                     |         |          |                                                                                    |
|             | 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                                  |                     |         |          |                                                                                    |
|             | Division Achievement Tests                                |                     |         |          |                                                                                    |
|             | National Achievement Tests                                |                     |         |          |                                                                                    |
|             | Elementary                                                |                     |         |          |                                                                                    |
|             | Secondary                                                 |                     |         |          |                                                                                    |



| ITEM NO.  | 6. RECORD SERIES TITLE AND DESCRIPTION                                                                                                                      | 7. RETENTION PERIOD |         |         | 8. REMARKS                                                                                            |
|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|---------|---------|-------------------------------------------------------------------------------------------------------|
|           |                                                                                                                                                             | Active              | Storage | Total   |                                                                                                       |
| Cont. 143 | ACHIEVEMENT TEST RESULTS<br>Regional Achievement Tests<br>School Achievement Tests                                                                          | PERMANENT           |         |         | After files have been recorded<br>After acted upon                                                    |
| 144       | BOOK FILES<br>Comments on the Evaluation of Books<br>Requests for Certifications                                                                            | 5 years             |         | 5 years |                                                                                                       |
| 145       | CERTIFICATIONS<br>Enrollment<br>Good Moral Character<br>Graduation<br>Report of Rating of Students<br>Special Orders                                        | 1 year              |         | 1 year  |                                                                                                       |
| 146       | CHANGE OF NAME OF SCHOOLS                                                                                                                                   | PERMANENT           |         |         | After superseded                                                                                      |
| 147       | CLUSTERING / DECLUSTERING OF<br>SCHOOL DOCUMENTS                                                                                                            | 3 years             |         | 3 years |                                                                                                       |
| 148       | CONTESTS AND COMPETITIONS                                                                                                                                   | 2 years             |         | 2 years |                                                                                                       |
| 149       | ESTABLISHMENTS / SEPARATIONS /<br>INTEGRATION OF SCHOOLS                                                                                                    | PERMANENT           |         |         | Retain 2 copies permanently in<br>hard & soft copy. Other<br>copies dispose 2 years<br>after revised. |
| 150       | GOVERNMENT RECOGNITIONS<br>(PRIVATE SCHOOLS)                                                                                                                | PERMANENT           |         |         |                                                                                                       |
| 151       | INSTRUCTIONAL MATERIALS<br>Books<br>Modules<br>Supplementary Readings<br>Videos/CDs/Cassette Tapes/Films                                                    | PERMANENT           |         |         |                                                                                                       |
| 152       | NATIONAL CAREER ASSESSMENT<br>EXAMINATION RESULTS                                                                                                           | PERMANENT           |         |         | After graduation                                                                                      |
| 153       | PHILIPPINE VALIDATING EXAMINATIONS<br>(NETRC)                                                                                                               | PERMANENT           |         |         |                                                                                                       |
| 154       | PERMITS<br>Cross-Enroll<br>Study (Foreign Students)                                                                                                         | 2 years             |         | 2 years |                                                                                                       |
| 155       | PROMOTIONAL REPORTS<br>(ELEMENTARY/SECONDARY)                                                                                                               | PERMANENT           |         |         |                                                                                                       |
| 156       | REQUESTS / APPROVALS<br>Overload of Subjects for Graduating<br>Students<br>Summer Classes<br>Transfer of Local/Foreign Students<br>Translations of Diplomas | 1 year              |         | 1 year  |                                                                                                       |
| 157       | SPECIAL PROGRAMS / PROJECTS<br>Implemented<br>Not-Implemented                                                                                               | PERMANENT<br>1 year |         |         |                                                                                                       |

| 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<br>Applications<br>Approval                                                                                                                                                                                                                                                                                                                      | 3 years             |         | 3 years |                 |
|          | <b>School Level Records</b>                                                                                                                                                                                                                                                                                                                                                   |                     |         |         |                 |
| 162      | ACTION / DEVELOPMENT PLANS<br>School Improvement Plans<br>Supervisory Plans                                                                                                                                                                                                                                                                                                   | PERMANENT           |         |         |                 |
| 163      | ADMISSION TESTS                                                                                                                                                                                                                                                                                                                                                               | 3 years             |         | 3 years | After admitted  |
| 164      | APPLICATIONS<br>Accreditations<br>Enrollment<br>Entrance Examinations<br>Graduation and Special Orders<br>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<br>Anecdotal Records of Pupils/Students<br>Class Cards (Form 138-A)<br>Class Observation and Supervisory Reports (Form 178)<br>Class Schedules (Form 30)<br>Class Values Charts<br>Diplomas<br>Lists of Honor Graduates<br>Nutritional Status of Pupils<br>Report Cards (Form 138)<br>Student Permanent Records (Form 137-A)<br>Summary of Units Taken (Form 9) | 5 years             |         | 5 years | After graduated |
|          |                                                                                                                                                                                                                                                                                                                                                                               | PERMANENT           |         |         |                 |
|          |                                                                                                                                                                                                                                                                                                                                                                               | PERMANENT           |         |         |                 |
|          |                                                                                                                                                                                                                                                                                                                                                                               | 1 year              |         | 1 year  |                 |
|          |                                                                                                                                                                                                                                                                                                                                                                               | 1 year              |         | 1 year  |                 |
|          |                                                                                                                                                                                                                                                                                                                                                                               | PERMANENT           |         |         |                 |
|          |                                                                                                                                                                                                                                                                                                                                                                               | PERMANENT           |         |         |                 |
|          |                                                                                                                                                                                                                                                                                                                                                                               | 2 years             |         | 2 years |                 |
|          |                                                                                                                                                                                                                                                                                                                                                                               | PERMANENT           |         |         |                 |
|          |                                                                                                                                                                                                                                                                                                                                                                               | PERMANENT           |         |         |                 |
|          |                                                                                                                                                                                                                                                                                                                                                                               | PERMANENT           |         |         |                 |

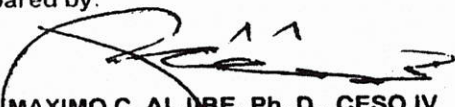


| 5. ITEM NO. | 6. RECORD SERIES TITLE AND DESCRIPTION                                                                                                               | 7. RETENTION PERIOD                                      |         |                                | 8. REMARKS                                                    |
|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|---------|--------------------------------|---------------------------------------------------------------|
|             |                                                                                                                                                      | Active                                                   | Storage | Total                          |                                                               |
| 171         | CLASS AND TEACHERS PROGRAMS<br>Class Programs (Form 29)<br>Summaries of Information of Teachers (Form 31)<br>Teachers' Program (Form 30)             | PERMANENT                                                |         |                                | After updated/superseded                                      |
| 172         | CONSOLIDATED DATA OF TEACHING/<br>NON-TEACHING PERSONNEL (Form 31)                                                                                   | 5 years                                                  |         | 5 years                        |                                                               |
| 173         | COURSES OF STUDY / SYLLABI                                                                                                                           | PERMANENT                                                |         |                                | After superseded                                              |
| 174         | ENROLLMENT SLIPS                                                                                                                                     | 1 year                                                   |         | 1 year                         |                                                               |
| 175         | GRADING SHEETS                                                                                                                                       | 2 years                                                  |         | 2 years                        |                                                               |
| 176         | LESSON PLANS                                                                                                                                         | 1 year                                                   |         | 1 year                         |                                                               |
| 177         | LISTS<br>Accredited Courses/Subjects<br>Candidates for Graduation<br>ENROLLMENT LISTS<br>Graduates/Honor Graduates<br>School Personnel and Officials | PERMANENT<br>PERMANENT<br>2 years<br>PERMANENT<br>1 year |         | 2 years<br>1 year              |                                                               |
| 178         | LIBRARY FILES<br>Accession Books (PF 146)<br>Book Cards (PF 149)<br>Borrower's Cards<br>Catalogue Cards (PF 150)                                     | PERMANENT<br>PERMANENT<br>1 year<br>PERMANENT            |         | 1 year                         | After date of last entry                                      |
| 179         | PERMITS<br>Government Permits<br>Government Recognitions<br>Permits to Operate<br>Permits to Study<br>Tuition Fee Increases                          | PERMANENT<br>PERMANENT<br>5 years<br>2 years<br>5 years  |         | 5 years<br>2 years<br>5 years  | After expired<br>After graduated                              |
| 180         | PROFILES<br>Schools<br>Socio-Economic of Pupils<br>Students<br>Teachers                                                                              | PERMANENT<br>5 years<br>5 years<br>5 years               |         | 5 years<br>5 years<br>15 years | After graduated<br>After graduated<br>After separated/retired |
| 181         | PROPOSED ORGANIZATION OF CLASSES<br>DepEd-MTAP<br>Quiz Bee<br>Science Quiz                                                                           | PERMANENT                                                |         |                                | If implemented, otherwise<br>dispose after 3 years            |
| 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<br>ACTIONS                                                                                                         | 2 years                                                  |         | 2 years                        | After graduated                                               |

| ITEM NO. | 6. RECORD SERIES TITLE AND DESCRIPTION   | 7. RETENTION PERIOD |         |         | 8. REMARKS                         |
|----------|------------------------------------------|---------------------|---------|---------|------------------------------------|
|          |                                          | Active              | Storage | Total   |                                    |
| 185      | REPORTS                                  |                     |         |         |                                    |
|          | Annual Reports                           |                     |         |         |                                    |
|          | 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/              | 2 years             |         | 2 years |                                    |
|          | Promotions (Summarized)                  |                     |         |         |                                    |
|          | Performance Indicators (Yearly Report)   |                     |         |         |                                    |
|          | Physical Inventory Reports               | 2 years             |         | 2 years |                                    |
|          | Reports on Promotion                     |                     |         |         |                                    |
|          | 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)                |                     |         |         |                                    |
| 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                        |                     |         |         | Other copies, dispose after 1 year |
| 194      | YEAR BOOKS / ANNUAL BOOKS                |                     |         |         |                                    |



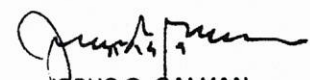
9. Prepared by:

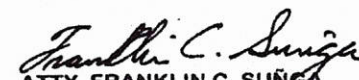
  
**MAXIMO C. ALJIBE, Ph. D., CESO IV**  
Director III  
Administrative Services  
TWG Coordinator

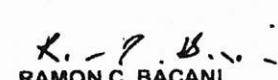
10. Assisted by:

  
**VENECIA C. MAXIMO**  
Senior Records Management Analyst

11. Recommending Approval:

  
**JESUS G. GALVAN**  
OIC-USEC for Finance and Administration  
Vice-Chairman, Technical Working Committee  
on the Development of DepED Records Manual

  
**ATTY. FRANKLIN C. SUNIGA**  
Undersecretary for Legal Affairs  
Co-Chairman, Technical Working Committee  
on the Development of DepED Records Manual

  
**RAMON C. BACANI**  
Undersecretary for Regional Operations  
Chairman, Technical Working Committee  
on the Development of DepED Records Manual

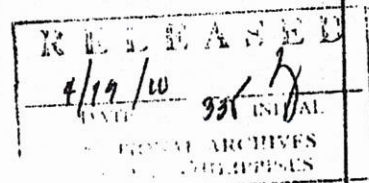
12. Approved:

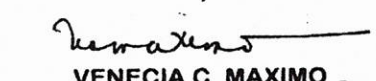
  
**JESLI A. LAPUS**  
DepED Secretary

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

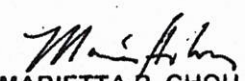


  
**VENECIA C. MAXIMO**  
Chairman  
Records Management Evaluation Committee

4/16/10

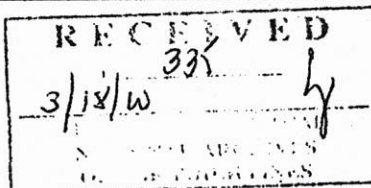
Date

APPROVED:

  
**MARIETTA R. CHOU**  
Executive Director



April 19, 2010  
Date



|                                                                                                                                                                                                                                                                                                                      |                                     |                        |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|------------------------|--|
| <b>NATIONAL ARCHIVES OF THE PHILIPPINES</b><br><i>Pambansang Sinupan ng Pilipinas</i><br><br><b>REQUEST FOR AUTHORITY TO DISPOSE<br/>OF RECORDS</b>                                                                                                                                                                  |                                     | AGENCY NAME:           |  |
|                                                                                                                                                                                                                                                                                                                      |                                     | ADDRESS:               |  |
| DATE:                                                                                                                                                                                                                                                                                                                |                                     | TELEPHONE NUMBER:      |  |
| ITEM NO.                                                                                                                                                                                                                                                                                                             | RECORD SERIES TITLE AND DESCRIPTION | PERIOD COVERED         |  |
|                                                                                                                                                                                                                                                                                                                      |                                     |                        |  |
| LOCATION OF RECORDS:                                                                                                                                                                                                                                                                                                 |                                     | VOLUME IN CUBIC METER: |  |
| PREPARED BY: (Name & Signature)                                                                                                                                                                                                                                                                                      |                                     | POSITION:              |  |
| CERTIFIED AND APPROVED BY:<br><br>This is to certify that the above mentioned records are no longer needed and<br>not involved nor connected in any administrative or judicial cases.<br><br><div style="text-align: right;">_____<br/>Name and Signature of Agency Head<br/>or Duly Authorized Representative</div> |                                     |                        |  |