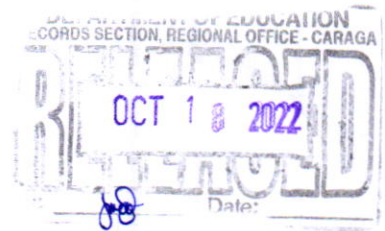




Republic of the Philippines
Department of Education
CARAGA REGION



October 13, 2022

REGIONAL ORDER
No. 003 s. 2022

DEPED CARAGA CONTEXTUALIZED RECORDS MANUAL POLICY

TO: SCHOOLS DIVISION SUPERINTENDENTS
RECORDS OFFICERS AND CUSTODIANS
CONCERNED PERSONNEL
This Region

1. Aimed to raise the bar of records management practice in the Region by operationalizing and contextualizing relevant related laws, rules, and regulations, the DepEd Caraga Contextualized Records (CoRe) Manual is hereby disseminated for implementation. The provisions of the Manual shall apply to all basic education public schools, district offices, Schools Division Offices, and the Regional Office of DepEd Caraga.
2. All Regional Office issuances that are inconsistent with this policy are deemed repealed upon its effectivity.
3. For information, guidance, and compliance.


MA. GEMMA MERCADO LEDESMA
Regional Director

Encl.: DepEd Caraga Contextualized Records (CoRe) Manual

References: NONE

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

RECORDS MANAGEMENT

REC/mcao
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DEPED CARAGA CONTEXTUALIZED RECORDS (CoRe) MANUAL POLICY

I. General Provisions

Section 1. Short Title – This Manual shall be known as the DepEd Caraga Contextualized Records Manual, CoRe Manual for brevity.

Section 2. Legal Bases of Promulgation and Related Policies – This Manual is promulgated in line with the following legal bases of promulgation and legal policies:

2.1. Republic Act No. 11032, Ease of Doing Business and Efficient Government Service Delivery Act of 2018

2.2. Republic Act No. 9470, National Archives of the Philippines Act of 2007

2.3. Republic Act No. 10173, Data Privacy Act of 2012

2.4. Republic Act No. 8792, Electronic Commerce Act of 2000

2.5. Republic Act No. 3815, s. 1930, Revised Penal Code of the Philippines

2.6. DepEd Order No. 98, s. 2009, Implementation of Administrative Service Operations Manual

2.7. DepEd Order No. 19, s. 2021, Revised Department of Education People's Freedom of Information Manual and Implementing Guidelines

2.8. DepEd Order No. 48, s. 2017, Policy and Procedural Guidelines on the Certification, Authentication, and Verification of Basic Education School Records

2.9. DepEd Order No. 19, s. 2016, Guidelines on the Organizational Structures and Staffing Patterns of Stand-alone Integrated Public Senior High Schools (SHS)

2.10. DepEd Order No. 30, s. 2019, The Department of Education Manual of Style

2.11. DepEd Order No. 31, s. 2019, The Department of Education Service Marks and Visual Identity Manual

2.12. DepEd Order No. 04, s. 2014, Adoption of the Modified School Forms (SFS) for Public Elementary and Secondary Schools Effective End of School Year 2013-2014

2.13. DepEd Memorandum dated January 25, 2018, Compendium of DepEd Office Functions and Job Descriptions

2.14. DepEd Memorandum No. 140, s. 2016, Creation of Records Management Improvement Committee

2.15. DepEd Memorandum No. 133, s. 2016, National Inventory of Public Records

2.16. NAP Memorandum Circular No. 2104-01, Electronic Records Management Policy

2.17. NPC Circular No. 16-03, Personal Data Breach Management

2.18. Executive Order No. 02, s. 2016, Freedom of Information

Section 3. Scope – This DepEd Caraga Contextualized Records (CoRe) Manual Policy shall apply to all the basic education public schools, district offices, Schools Division Offices, and the Regional Office of DepEd Caraga Region.

Section 4. Language and Instruction – The language used in this Policy is English. The words expressed herein shall be understood in a generic sense with the exception of those which were specifically defined. Any uncertainty in the meaning of any provision of this Manual shall be interpreted in favor of the mandates of DepEd. All laws of the Republic of the Philippines and other related rules and regulations shall be considered when decision-making is necessary.

Section 5. Definition of Terms – In reference to those provided by-laws, rules, and regulations, the following terms are hereby defined as used in this Manual:

5.1. Active Records – Records in this phase of the life cycle are frequently used for the day-to-day operations of the agency.¹ These records are kept in current folders (electronic or physical) located in the office for easy access. The number of years a records type is considered active can be seen in the DepEd Records Disposition Schedule (Annex 34) or NAP General Records Disposition Schedule (Annex 33).

5.2. Agency Records Centers - It refers to a repository area, managed and operated by each government office concerned, they shall be responsible for the maintenance and preservation of public records under the custody of the agency.²

5.3. Archives – These are public records, papers, periodicals, books, articles, or other materials, whether in the form of electronics, audio-visual, or print which by their nature and characteristics have enduring value and selected for permanent preservation.³ Records with permanent retention are listed in the DepEd Records Disposition Schedule (Annex 34) and National Archives of the Philippines General Records Disposition Schedule (Annex 33).

5.4. Confidential Documents – This refers to documents that contains information and materials which unauthorized disclosure would prejudice the interest of the nation or any government activity or would cause administrative embarrassment or unwanted injury to the honor and dignity of an individual.⁴

¹ Records Management Operations Manual, p. 179; ² RA 9470 National Archives of the Philippines Act, (2) sec. 22; ³ RA 9470, (3) sec. 4; ⁴ Records Management Operations Manual, p. 204

5.5. Data Subject – It refers to an individual whose personal information is processed.⁵

5.6. Electronic Records – It refers to information recorded in machine-readable form and includes records created, captured, generated, sent, received, and stored in electronic records system.⁶

5.7. Document – It refers to recorded information regardless of medium and characteristics, frequently used interchangeably with “records”.⁷

5.8. Fiscal Value – It refers to the information on the usefulness of records about financial transactions and obligations of agencies and organizations.⁸

5.9. General Records Disposition Schedule (GRDS) – It refers to the records control schedule, issued by the National Archives of the Philippines, governing the disposition of specified recurring records series common to all government agencies.⁹

5.10. Inactive/Non-current Records – These are records that are either very rarely used or are no longer referred to but are required to be kept because of legal requirements or some other reasons.¹⁰ These records may be located in a designated secondary storage area. The DepEd RDS (Annex 33) identifies the inactive period of certain records types.

5.11. Inventory of Records – It refers to a descriptive listing of the records holding by records series indicating its specific location, inclusive dates, and volume in cubic meters; conduct related activities to locate, identify, describe, count, and measure all records in the office and storage area including all loose and bound papers, microfilms, optical disks, and magnetic tapes and disks.¹¹

5.12. National Archives of the Philippines (NAP) – It refers to the government agency mandated to create records management policies, guidelines, and programs and to oversee compliance of all government agencies.

5.13. Non-routine Communication – This refers to communications pertaining to policies, programs, and projects of the organization. They are of significant importance and require important actions to protect the interest of the government or private persons.¹²

5.14. Personal Data Breach – It refers to the breach of security leading to the accidental or unlawful destruction, loss, alteration, or unauthorized disclosure of, or access to, personal data transmitted, stored, or otherwise processed.¹³

⁵ RA 10173 Data Privacy Act, (c) sec. 3; ⁶ NAP Circular No. 210401 Electronic Records Management Policy, p. 2; ⁷ RA 9470 IRR, (j) art. 8; ⁸ RA 9470 IRR, (m) art. 8; ⁹ RA 9470 IRR, (n) art. 8; ¹⁰ Records Management Operations Manual, p. 187; ¹¹ RA 9470 IRR, (q) art. 8; ¹² Records Management Operations Manual, p. 27; ¹³ NPC Circular No. 1603, Personal Data Breach Management, Rule I

5.15 Personal information – It refers to any information whether recorded in a material form or not, from which the identity of an individual is apparent or can be reasonably or directly ascertained by the entity holding the information or when put together with other information would directly and certainly identify an individual.¹⁴

5.16. Physical Records – These are records, such as those printed on paper, that can be touched and which take up physical space.

5.17. Public Records – This refers to records or classes of records, in any form, in whole or in part, created or received, by an agency in the conduct of its affairs and have been retained by the agency or its successors as evidence or because of the information contained therein.¹⁵

5.18. Public Officer – This refers to a person who has been elected or appointed to office and who exercises governmental functions.

5.19. Records – It refers to information, whether in its original form or otherwise, including documents, signatures, seals, texts, images, sounds, speeches, or data compiled, recorded, or stored in written form, in film or negative, or in any recording device, computer, or other electronic devices.¹⁶

5.20. Records Custodian – It refers to any agency employee with responsibilities over a particular set of records.¹⁷

5.21. Records Disposal – It refers to the act of selling, landfill/burying, or any other way of discarding valueless records.¹⁸ Disposal of official records shall always have authority from the National Archives of the Philippines.

5.22. Records Disposition – It refers to the process which involves the transfer of non-current records from an office to a storage area, the identification and preservation of archival records, and the disposal of valueless records.¹⁹

5.23. Records Disposition Schedule (RDS) – It refers to the listing of records series, created by the Department of Education and approved by NAP, the time it is to remain in the office (active), in the storage area (inactive/non-current), and its preservation (archives) or destruction (disposal).²⁰

5.24. Records Officer – refers to the employee responsible for overseeing the records management program and providing guidance on adequate and proper recordkeeping.²¹

5.25. Retention Period – It refers to the specific time established and approved by NAP as the lifespan of records, after which they are deemed ready for permanent storage or destruction.²²

¹⁴ RA 10173 Data Privacy Act, (g) sec.3; ¹⁵ RA 9470 National Archives of the Philippines Act IRR, (ee) art. 8;

¹⁶ RA 9470 IRR, (ff) art. 8; ¹⁷ RA 9470 IRR, (hh) art. 8; ¹⁸ RA 9470 IRR, (i) art. 8; ¹⁹ RA 9470 IRR, (ii) art. 8;

²⁰ RA 9470 IRR, (55) art. 8; ²¹ RA 9470 IRR, (nn) art. 8; ²² RA 9470 IRR, (rr) art. 8

5.26. Routine Communication – This refers to communications that are ordinary in interest. These are communications intended for information dissemination purposes only and do not need any reply or those requiring ordinary action.²³

5.27. Sensitive Personal Information – It refers to personal information about an individual's race, ethnic identity, marital status, age, color, and religious, philosophical, or political affiliations; about an individual's health, education, genetic or sexual life; or to any proceeding for any offense committed or alleged to have been committed by such person, the disposal of such proceedings, or the sentence of any court in such proceedings; issued by government agencies peculiar to an individual, which includes but not limited to, social security numbers, previous or current health records, licenses, or its denials, suspension or revocation, and tax returns; specially established by an executive order or an act of Congress to be kept classified.²⁴

5.28. Valueless Records – It refers to all records that have reached the prescribed retention periods and outlived the usefulness to the agency or the government as a whole.²⁵

II. Objectives

Section 6. General Objectives – The DepEd Caraga Contextualize Records (CoRe) Manual generally aims to raise the bar of records management practice by setting standards relevant to the related laws, rules, and regulations to provide adequate and proper documentation on the policies, programs, projects, and transactions of the Organization for its efficient, effective, and economical operations.

Section 7. Specific Objectives – The specific objectives of the Contextualized Records (CoRe) Manual shall be as follows:

7.1. To establish standard records management-related processes among public schools, district offices, Schools Division Offices, and the Regional Office of DepEd Caraga;

7.2. To provide records officers and records custodians with a quick guide that operationalizes the laws, rules, and regulations pertaining to records management that are based on the context of DepEd Caraga;

7.3. To institute a legal basis for decision-making related to records management; and

7.4. To present the criminal, administrative, and civil liabilities of public officers in the custody of public documents.

²³ Records Management Operations Manual, p. 26; ²⁴ RA 1073 Data Privacy Act, (I) sec. 3; ²⁵ RA 9470 National Archives of the Philippines Act IRR, (uu) art.8

III. Records Management Improvement Committee (RMIC)²⁶

Section 8. Paragraph 3.4, Article 3 of the National Archives of the Philippines (NAP) Circular No.1 dated January 20, 2009, states that *“Each agency shall create a Records Management Improvement Committee (RMIC) as an advisory body on the development of records management, the Chairperson and members of which shall be designated by the Head of Agency.”*

Section 9. The Committee shall, among others, perform the following functions:

9.1. Implement a systematic Records Management Program in all phases of records management, i.e., creation, maintenance, and disposition;

9.2. Identify and preserve documents that are of continuing value and promptly dispose of those which are of temporary value upon the expiration of the predetermined period;

9.3. Determine the retention period of the agency's records and formulate the Records Disposition Schedule, subject to the approval of the agency head and the final approval of the Executive Director of the NAP;

9.4. Develop policies and techniques for repairing damaged records and take positive steps to prevent loss and unauthorized destruction of records; and

9.5. Establish a repository for storage of records that are no longer needed by the agency, but which are not yet ready for disposal or a program to transfer the records to the Records Management and Archives Unit.

Section 10. The Records Management Improvement Committee (RMIC) of the Regional Office is composed of the following:

Chairperson:	Assistant Regional Director
Vice Chairperson:	Head, Records Section
Members:	Chief, Curriculum and Learning Management Division
	Chief, Education Support Services Division
	Chief, Field Technical Assistance Division
	Chief, Quality Assurance Division
	Chief, Policy, Planning, and Research Division
	Chief, Human Resource Development Division
	Chief, Administrative Services Division
	Chief, Finance Division
	Head, Legal Unit
	Head, Information and Communications Technology Unit
	Head, Public Affairs Unit
Secretariat:	Records custodians of Functional Divisions

²⁶ DepEd Memorandum No. 140, s. 2016 Creation of Records Management Improvement Committee

Section 11. The Records Management Improvement Committee (RMIC) of the Division Office is composed of the following:

Chairperson: Assistant Schools Division Superintendent
 Vice Chairperson: Head, Records Unit
 Members: Chief, Curriculum Implementation Division
 Chief, School Governance and Operations Division
 Administrative Officer V (Administrative Service)
 Head, Legal Unit
 Head, Information and Communications Technology Unit

Secretariat: Records Unit, Division Office

IV. Roles and Functions of Records Officer, School Registrar, and School Records custodian

Section 12. Roles and Functions of Regional and Division Records Office ²⁷

Key Results Area	Objectives	Key Performance Indicators	Outputs
Records Management	To perform effectively and efficiently the records management cycles such as classification, filing, maintenance, and disposal of documents within the year	100% of the documents are received, maintained, classified, and released	Correspondence received, maintained, and properly released on time
	To establish, implement, and maintain a systematic and scientific records management (e-database)	100% of correspondence encoded and updated	Accessible and updated database
	To promptly process the authentication and certification of school records in accordance with DepEd and DFA guidelines	100% of documents authenticated and released	Certification Authentication and Verifications (CAVs) processed and released

²⁷ DepEd Memorandum dated January 25, 2018 Compendium of DepEd Office Functions and Job Descriptions

Section 13. Duties and Responsibilities of Administrative Officer V in Regional Records Unit ²⁸

Key Results Area	Duties and Responsibilities
Records Management System	• Establish, implement, and maintain a systematic and scientific records management system and control the creation, use, transmission, retention, maintenance, storage, retrieval, preservation, and disposition of operational records. • Implement means of recording or preserving information on paper, print, tape, scanning, microfiche, or any transmitting medium as needed. • Implement policies and guidelines on records disposition to determine the ultimate fate of various records. • Assist in the preparation and maintenance of a continuing program for the management, preservation, and disposition of records. • Establish and maintain a configuration for a clean and orderly records storage room that will ensure safety and security of records, but easy access and retrieval as needed. • Verify and certify documents emanating from the Regional Office or documents in possession.
Receiving and Releasing	• Check and classify official issuances and communications for recording before release and/or filing to be able to properly track released documents. • Monitor critical documents received for the Regional Office for recording, routing, and tracking to be able to respond to management's queries on such documents.
Documentation Authentication and Verification	• Receive request for document authentication and verification as well as a copy of the document then implement a protocol for verifying and authenticating copies of documents and provide feedback to requesting entity by providing authenticated copies of documents or reason why document can't be authenticated. • Represent the agency in court to comply with subpoenas duces tecum.
Reporting	• Provide details and mechanics relevant to the Schools Division, for the process of conducting an annual inventory of records to determine physical condition of records and identify those for retention, maintenance, storage, preservation, and disposition. • Prepare a report on the conduct and findings of the annual inventory of records and submit

²⁸ DepEd Memorandum dated January 25, 2018 Compendium of DepEd Office Functions and Job Descriptions

	recommendations for retention, maintenance, storage, preservation, and disposition.
Technical Assistance	• Conduct training/ orientation on records management to staff in the Schools Division, schools, and learning centers. • Provide technical assistance and interventions to support effective records management in the schools and learning centers in the Schools Division.
Unit Performance	• Determine and implement the Records Unit's operational plans, identify and acquire resource requirements. • Provide feedback on the performance of the Administrative Aide VI for Records.

Section 14. Duties and Responsibilities of Administrative Aide VI in the Regional Records Unit ²⁹

Key Results Area	Duties and Responsibilities
Records Management	• Receive, record, and file documents according to the recommended filing system. • Maintain cleanliness and orderliness of storage area for records to ensure daily safety and security of records and easy access and retrieval as needed. • Retrieve records requested by the AO V - Records Officer and keep track of the whereabouts of the original document.
Receiving and Releasing	• Receive and record all documents brought to the records office. • Release, route, or file non-routine critical documents as classified by the Records Officer.
Documentation Authentication and Verification	• Assist AO V - Records Officer in document authentication and verification following protocol for such. • Receive request for certifications and gathers the data required to prepare the certification for the approval of the AO V - Records Officer. • Prepare certifications for the signature of the appropriate management level.
Reporting	• Implement a process for conducting an annual inventory of records and submit findings to AO V- Records Officer.

²⁹ DepEd Memorandum dated January 25, 2018 Compendium of DepEd Office Functions and Job Descriptions

Administrative and Secretarial Support	• Coordinate training/ orientation schedules and logistics on records management to staff in the Schools Division, schools, and learning centers. • Provide assistance and administrative support to training and conferences as assigned. • Prepare or encode into electronic format word documents and other presentation materials.
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Section 15. Duties and Responsibilities of the Administrative Officer IV in the Division Records Section ³⁰

Key Results Area	Duties and Responsibilities
Records Management System	• Establish, implement, and maintain a systematic and scientific records management system and control the creation, use, transmission, retention, maintenance, storage, retrieval, preservation, and disposition of operational records. • Implement means of recording or preserving information on paper, print, tape, scanning, microfiche, or any transmitting medium as needed. • Implement policies and guidelines on records disposition to determine the ultimate fate of various records. • Assist in the preparation and maintenance of a continuing program for the management, preservation, and disposition of records. • Establish and maintain a configuration for a clean and orderly records storage room that will ensure the safety and security of records, but easy access and retrieval as needed. • Verify and certify documents emanating from the Schools Division Office or documents in possession.
Receiving and Releasing	• Check and classify official issuances and communications for recording before release and/or filing to be able to properly track released documents.

³⁰ DepEd Memorandum dated January 25, 2018 Compendium of DepEd Office Functions and Job Descriptions

	• Monitor critical documents received for the Schools Division Office for recording, routing, and tracking to be able to respond to management's queries on such documents.
Documentation Authentication and Verification	• Receive request for document authentication and verification as well as a copy of the document then implement a protocol for verifying and authenticating copies of documents and provide feedback to requesting entity by providing authenticated copies of documents or reason why document can't be authenticated. • Represent the agency in court to comply with subpoenas duces tecum.
Reporting	• Provide details and mechanics relevant to the Schools Division, for the process of conducting an annual inventory of records to determine the physical condition of records and identify those for retention, maintenance, storage, preservation, and disposition. • Prepare a report on the conduct and findings of the annual inventory of records and submit recommendations for retention, maintenance, storage, preservation, and disposition.
Technical Assistance	• Conduct training/ orientation on records management to staff in the Schools Division, schools, and learning centers. • Provide technical assistance and interventions to support effective records management in the schools and learning centers in the Schools Division.

Section 16. Duties and Responsibilities of Administrative Aide VI in the Division Records Section ³¹

Key Results Area	Duties and Responsibilities
Records Management System	• Receive, record, and file documents according to the recommended filing system.

³¹ DepEd Memorandum dated January 25, 2018 Compendium of DepEd Office Functions and Job Descriptions

	• Maintain cleanliness and orderliness of Records Storage Area that will ensure daily safety and security of records and easy access and retrieval as needed. • Retrieve records requested by the Records Officer and keeps track of the whereabouts of the original document.
Receiving and Releasing	• Receive and record all documents brought to the records office. • Release, route, or file non-routine critical documents as classified by the Records Officer.
Documents Authentication, Verification, and Certifications	• Assist Records Officer in document authentication and verification following protocol for such. • Receive request for certifications and gathers the data required to prepare the certification for the approval of the Records Officer. • Prepare certifications for the signature of the appropriate management level.
Reporting	• Implement a process for conducting an annual inventory of records and submit findings to Records Officer.
Technical Assistance	• Coordinate training/ orientation schedules and logistics on records management to staff in the Schools Division, schools, and learning centers. • Assist Records Officer to gather data on needs regarding records management and provide technical assistance and interventions to support effective records management in the schools and learning centers.

Section 17: Duties and Responsibilities of Senior High School Registrar ³²

17.1. Receive, update, and maintain the records, reports, and documents of the school, its staff, and learners;

17.2. Manage and update the Learner Information System (LIS);

17.3. Ensure an efficient process of registration and enrollment;

³² DO no. 19, s. 2016 Guidelines on the Organizational Structure and Staffing Patterns of Stand-alone Integrated Public Senior High Schools (SHS)

17.4. Facilitate the process of releasing records of the school, staff, and learners to the necessary institutions;

17.5. Report to the Assistant Principal for Operations and Learner Support and/or Principal/School Head;

17.6. Process academic school records for Certification, Authentication, and Verification (CAV);

17.7. Conduct annual inventory of records; and

17.8. Facilitate request for disposal of valueless records.

Section 18. Duties and Responsibilities of School Records Custodian – In the absence of a School Registrar item in some schools, the Schools Division Superintendents shall designate school records custodians, indicating their eligibility to claim service credits, when applicable and based on Civil Service guidelines, and their responsibilities as follows:

18.1. Receive, classify, record, and route incoming documents;

18.2. Record, release, and secure file copy of outgoing documents;

18.3. Maintain the security and safety of records on file of the School, its personnel, and learners;

18.4. Conduct annual inventory of records;

18.5. Facilitate request for disposal of valueless records;

18.6. Process academic school records for Certification, Authentication, and Verification (CAV); and

18.7. Indorse records to the School Head or the new records custodian upon the termination of the designation.

Section 19. Records Officers, School Registrars, and School Records Custodians are expected to do the following activities:

19.1. Conduct regular orientation on Records Management and related laws;

19.2. Facilitate and consolidate Annual Inventory of Records;

19.3. Facilitate Annual Disposal of Valueless Records;

19.4. Facilitate Transfer of Records from Office storage to Archives Room; and

19.5. Turnover records to a successor. (Rule 36, Article 57 of the Implementing Rules & Regulations (IRR) of Republic Act (RA) 9470).

Section 20. Duties and Responsibilities of Liaison Officer Designate:

20.1. Submit needed reports and pertinent papers for approval and consideration of the higher authority;

20.2. Pick-up documents addressed to their respective schools; and

20.3. Assist the records custodian in records management functions.

V. General Guidelines on Records Management as Mandated by Laws, Rules, and Regulations

Section 21. Protection of Personal, Sensitive Personal, and Confidential Information – In compliance with the Data Privacy Law, organizations shall comply with the guidelines in protecting personal, sensitive personal, and confidential information.

21.1. High value shall be placed on protecting the privacy, confidentiality, and security of personal and sensitive personal information. Official records shall be protected against risks such as loss and unauthorized access, destruction, use, modification, or disclosure.

21.2. Any entity who wishes to access records with personal and sensitive personal information shall send a written request stipulating the specific information needed and the purpose of the request and present a valid identification card. The said request shall only be granted upon the approval of the Regional Director/ Schools Division Superintendent/ School Head concerned and the consent of the data subject in written form. Request made through phone calls and text messages shall not be granted.

21.3. For a request made by a representative, she/he must present a Special Power of Attorney (SPA) or a notarized authorization letter and a valid identification card of both the requestor and the representative if the requestor is age 18 years old and above. Parents whose child is below 18 years old can request the documents of their child provided that he/she presents the birth certificate of the learner as well as the parent's identification card.

21.4. Disclosure of records or information is based on the principles of transparency, legitimacy of purpose, and proportionality.³³

21.5. Processing of personal information shall be permitted only if not otherwise prohibited by law, and at least one of the following conditions exists:³⁴

21.5.1. The data subject has given his or her consent;

21.5.2. For fulfillment of a contract with the data subject or to take steps at the request of the data subject before entering into a contract;

³³ RA 10173 Data Privacy Act IRR, sec. 8; ³⁴ RA 10173, sec.12

21.5.3. For compliance with a legal obligation to which the personal information controller is subject;

21.5.4. For the protection of vitally important interests of the data subject, including life and health;

21.5.5. For responding to national emergency, for complying with the requirements of public order and safety, or for fulfilling functions of public authority which necessarily include the processing of personal data for the fulfillment of its mandate; or

21.5.6. For the legitimate interests pursued by the personal information controller or by a third party or parties to whom the data are disclosed, except where such interests are overridden by fundamental rights and freedoms of the data subject which require protection under the Philippine Constitution.

21.6. Processing of sensitive personal and privileged information shall be prohibited except in the following cases: ³⁵

21.6.1. The data subject has given his or her consent, specific to the purpose prior to the processing, or in the case of privileged information, all parties to the exchange have given their consent before processing;

21.6.2. The processing of the same is provided for by existing laws and regulations: Provided, that such regulatory enactments guarantee the protection of the sensitive personal information and the privileged information: Provided, further, that the consent of the data subjects is not required by law or regulation permitting the processing of the sensitive personal information or the privileged information;

21.6.3. The processing is necessary to protect the life and health of the data subject or another person, and the data subject is not legally or physically able to express his or her consent before the processing;

21.6.4. The processing is necessary to achieve the lawful and noncommercial objectives of public organizations and their associations: Provided, that such processing is only confined and related to the *bona fide* members of these organizations or their associations: Provided, further, that the sensitive personal information are not transferred to third parties: Provided, finally, that consent of the data subject was obtained before processing;

³⁵ RA 10173 Data Privacy Act IRR, sec. 13

21.6.5. The processing is necessary for purposes of medical treatment, is carried out by a medical practitioner or a medical treatment institution, and an adequate level of protection of personal information is ensured; or

21.6.6. The processing concerns such personal information as is necessary for the protection of lawful rights and interests of natural or legal persons in court proceedings, or the establishment, exercise, or defense of legal claims, or when provided to government or public authority.

21.7. Standard operating procedures for the processing of information, such as processing of Certification, Authentication, and Verification (CAV) of academic records and other school records, shall be followed.

21.8. All electronic confidential/sensitive personal information shall be protected via firewalls, encryption, and passwords. Physical documents containing such information shall be secured in a cabinet with a lock.

21.9. Confidential and personal information of an employee shall be secured and shall not be disclosed to another employee without a good and lawful reason.

21.10. All Employees shall refrain from leaving confidential and personal information visible on their computer monitors and tables when they leave their workstations.

21.11. All confidential information, whether contained on written documents or electronically, shall be marked as "confidential."

21.12. Ensure and maintain the confidentiality, integrity, availability, and resilience of processing systems and services.

21.13. All confidential/personal information shall be disposed of properly and shall follow NAP Guidelines for disposal of valueless records (refer to Section 29).

21.14. Before disposing of unserviceable computers, coordinate with the NAP, ICT, and Asset Management Unit to ensure that data contained in the computer are wiped out. Software programs or destruction of the hard drives may be done.

21.15. Get permission from the concerned personnel before passing on the email address or phone numbers to another organization or business.

21.16. Use of scratch paper as worksheets or checklist may be allowed provided that the document does not contain personal, sensitive personal, or confidential information and that proper disposal after its use is observed in the form of paper shredding.

21.17. Handling of documents shall be within the sole authority of the officially designated division and regional liaison officers. For schools and district

offices without officially designated liaison officers, records/documents for schools and district offices shall be handled by their respective school heads and district supervisors.

21.18. Only official DepEd emails shall be used in all official transactions. The directory of DepEd Caraga Regional and Division contact details is attached in the Annexes.

Section 22. Freedom of Information (FOI) – Pursuant to Executive Order No. 2, s. 2016, there shall be full public disclosure and transparency in the public service provided however that it should be balanced with the provisions of the Data Privacy Law.

22.1. Any person who requests access to information shall submit a written request. The request shall state the name and contact information of the requesting party, provide valid proof of identification or authorization and reasonably describe the information requested, the reason for, or purpose of the request for information: Provided, that no request shall be denied or refused acceptance unless the reason for the request is contrary to the laws, existing rules and regulations, or it is one of the exceptions contained in the inventory of exceptions.³⁶ The FOI standard request form (Annex 31) will be used for FOI requests.³⁷

22.2. The request shall be stamped by the office, indicating the date and time of receipt and the name, rank, title, or position of the receiving employee with the corresponding signature and a copy thereof furnished to the requesting party.³⁸

22.3. The office shall respond to a request fully compliant with the requirements (a) hereof as soon as practicable but not exceeding fifteen (15) working days from the receipt thereof.³⁹ The period may be extended whenever information requested requires extensive search. The requesting party shall then be notified of such extension, which shall not go beyond 20 working days counted from the end of the original period, setting forth the reasons for extension.⁴⁰

22.4. Once the decision is made to grant the request, the person making the request shall be notified of such decision and directed to pay applicable fees.⁴¹

22.5. The Regional Director (RD), Schools Division Superintendents (SDS), and School Heads (SH) shall designate the FOI Receiving Officer (FOI RO) at the Records Section or Public Affairs Unit (Regional Office), Records Unit (SDOs), and Guidance Counselor's Office or Registrar's Office (Schools). The FOI Decision

³⁶ Executive Order No. 02, s. 2016 Freedom of Information, (a) sec. 9; ³⁷ DO 19, s. 2021 Revised Department of Education People's Freedom of Information Manual and Implementing Details, Annex A; ³⁸ EO 2, s. 2016, (c) sec. 9; ³⁹ EO 2, s. 2016, (d) sec. 9; ⁴⁰ EO 2, s. 2016, (e) sec. 9; ⁴¹ EO 2, s. 2016, (f) sec. 9

Maker (FOI DM) and Alternate FOI DM of the Regional Office and SDOs, whose ranks are not lower than a Division Chief, shall be recommended by the RD and SDS and approved by the Secretary. The SH shall recommend an FOI DM and alternate FOI DM, both ranks not lower than Head Teacher, and shall be approved by the Secretary.⁴²

22.6. The release of information shall be balanced with the provisions of the Data Privacy Act.

Section 23. Ease of Doing Business and Efficient Delivery of Government Services Act – The law aims to promote integrity, accountability, and proper management of public affairs and public property as well as to establish effective practices, aimed at the efficient turnaround of the delivery of government services and prevention of corruption in government.⁴³

23.1. The Schools, Division Offices, and the Regional Office shall identify their respective processes and categorize them as either simple, complex, or highly technical (Annex 8).

23.2. The school/office shall set up their respective most current and updated services standards, known as the citizen's charter, in the form of information billboards posted at the main entrance of the school/office or the most conspicuous place, on the website, and in the form of published written materials either in English, Filipino, or local dialect.⁴⁴

23.3. All the elements stipulated in the citizen's charter shall be strictly followed, such as the time frame, requirements, and fees.

Section 24. Management of Electronic/Digital Records – Just like the physical records, electronic/digital records shall be strategically transmitted, stored, and safekept for easy access and proper protection.

24.1. For Grade 6 graduates and Grade 10 completers who already enrolled in Grade 7 and Grade 11, respectively, transmission of the scanned copy of the Form 137/SF10, together with other supporting or attached document to the receiving school is an option, provided that the request was made thru LIS portal – Tracking/Transfer facility, as instructed in DO 54, s. 2016 (Guidelines on the Request and Transfer of Learner's School Records). The school official email shall be used in the sending/receiving of the records by both schools. The option to transmit the scanned credentials/documents through the official email, instead of sending the hard copies of the documents, is also applicable for kindergarten

⁴² DO 19, s. 2021 Revised Department of Education People's Freedom of Information Manual and Implementing Details, (B-C) Part VI; ⁴³RA11032 Ease of Doing Business and Efficient Government Service Delivery Act of 2018, sec. 2; ⁴⁴ RA11032, sec. 6

completers who opted to transfer and enroll in grade 1 in another school. ALS teachers may also use this option in sending electronic/scanned copies of Portfolio Assessment Passer Certificate for Elementary and Junior High School completers who enrolled in Grade 7 and Grade 11, respectively. The school/ALS teacher who receives the scanned copy of document is reminded that there is no need for the originating school to compel the submission of the physical copies of the said requirements.⁴⁵

24.2. Except for legal and highly confidential documents, submission of routinary documents such as travel authority, Form 6, and accomplishment reports may be allowed through electronic means (official email, Document Management System).

24.3. To ensure that documents have been received by the requesting party, an acknowledgement receipt is asked through electronic means indicating the following information:

- 23.4.1. Date and Time Received
- 23.4.2. Name of Student (if applicable)
- 23.4.3. Types/Kinds of Documents Received
- 23.4.4. Name of Receiver
- 23.4.5. Remarks (Optional)

VI. Specific Records Management Guidelines

Section 25. Storage and Filing of Physical Records - Records shall be filed and labeled based on Functional Subject Alphabetic Classification Scheme (FSACS) for easy access and retrieval. The Records Disposition Schedule (RDS) is arranged based on FSACS and can be referred to for guidance (Annex 33).

Section 26. Standard Labeling Format – For easy access and retrieval and to aid inventory and disposal activities, a strategic standard labeling format shall be adopted.

⁴⁵ DO no. 35, s. 2022 Guidelines on Enrollment for School Year 2022-2023 in the Context of Re-introduction of the In-person Classes

26.1. Binder Folder/ Archfile and Data Filer/ Magazine File Box

1	 	1"
2	7	1"
3	ASD	1"
4	Purchase Order	2"
5	2018 (4 years)	1"
6	2022	

1. Organization's Seals
2. Binder/Filer Box Number
3. Division/Unit/Office Code
4. Document Title/QR Code
5. Period Covered (Retention Period)
6. Year of Disposal

Regional Office - Label color-coding

ASD- Pink (HEX: #FFC0CB)
 CLM- Light Brown (HEX: #C4A484)
 ESS- Green (HEX: #008000)
 FIN- Red (HEX: #FF0000)
 FTA- Peach (HEX: #FFE5B4)
 HRD- Yellow (HEX: #FFFF00)
 PPR-Lavender (HEX: #E6E6FA)
 QAD- Royal Blue (HEX: #4169E1)
 QMS-Orange (HEX: #FFA500)
 RDO-Gold (HEX: #FFD700)
 ARD-Maroon (HEX: #800000)
 DCC-Grey (HEX: #808080)
 BAC-Light Green (HEX: #90EE90)

Division Office - Label color-coding

OSDS- Red (HEX: #FF0000)
 CID- Orange (HEX: #FFA500)
 SGOD- Sky Blue (HEX: #87CEEB)
 Committee Records - Light Green (HEX: #90EE90)

School - Label color-coding

Principal's Office - Red (HEX: #FF0000)
 Records Office - Orange (HEX: #FFA500)
 Library - Sky Blue (HEX: #87CEEB)
 Guidance Office - Gold (HEX: #FFD700)
 Clinic - Sky Blue (HEX: #87CEEB)
 Faculty Office - Yellow (HEX: #FFFF00)
 Committee Records - Light Green (HEX: #90EE90)

Label Size: 2" x 6" (Binder Folder)
 4" x 6" (Filer Box)

Binder Folder Color: Blue (General Records)
 Red (Archives Records)

Font Style: Bookman Old Style, Bold
Font Size: Depends on the number of words. Aesthetic value shall also be considered.

Filer Box Color: Blue (General Records)
 Red (Archives Records)

26.2. Folder

26.2.1. School Forms

Tab

Grade Level/Name of Section and Adviser	
Folder Title: (e.g. SCHOOL FORMS 1-12)	Coverage Year (Retention Period): 2019-2020 (Permanent)
	Year of Disposal: Permanent

Front (Full Page)

 Republic of the Philippines Department of Education CARAGA REGION Schools Division Office of _____ District of _____ NAME OF SCHOOL Grade Level/Name of Section and Adviser	
Folder Title: (e.g. SCHOOL FORMS 1-12)	Coverage Year (Retention Period): SY 2019-2020 (2 years)
	Year of Disposal 2022

Font Style: Bookman Old Style, Regular (Tab)
 Bookman Old Style, Bold (Front)
Font Size: Depends on the number of words.
 Aesthetic value shall be considered.

26.2.2. Other Records

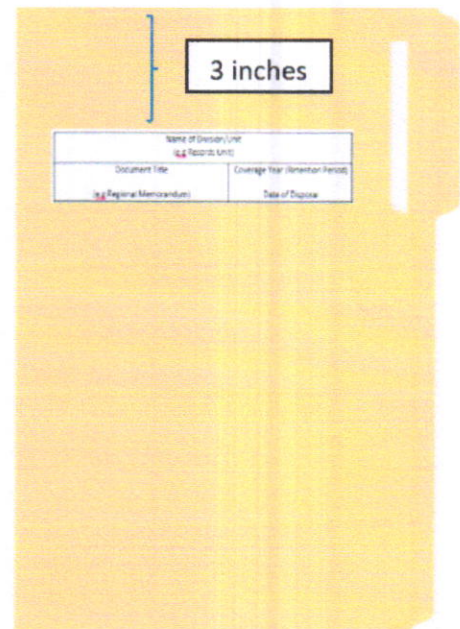
Name of Division/Unit/Office (e.g Records Unit)	
Document Title (e.g. Regional Memorandum)	Coverage Year (Retention Period) Year of Disposal

Font Style: Bookman Old Style, Regular
Font Size: Depends on the number of words.
 Aesthetic value shall be considered.



Label Size: 0.6" x 6"

Folder Size: Legal



Label Size: 3" x 5"

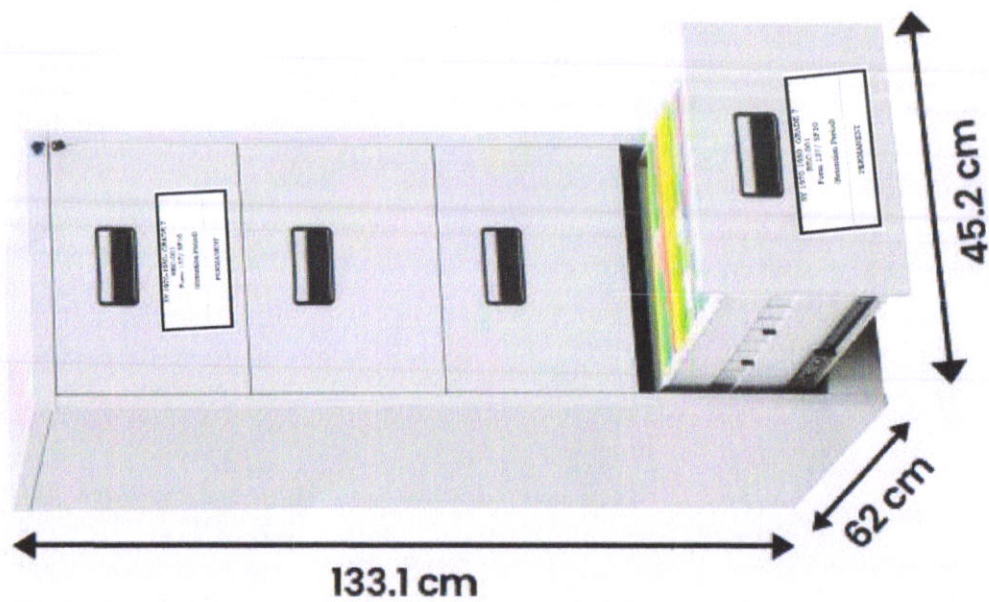
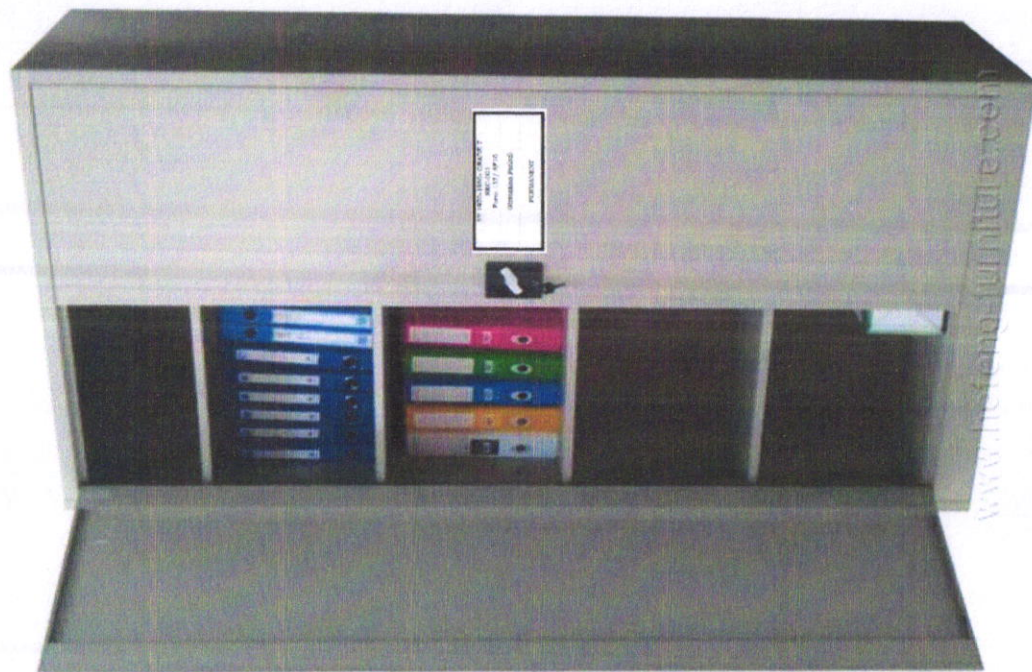
26.3. Archive/Records Storage Box and Cabinets

Functional Division/Unit/Office
Box/Cabinet Number
Records Title
Year Covered (Retention Period)
Year of Disposal

Font Style: Bookman Old Style, Bold

Label and Font Size: Depending on the number of words.
Aesthetic value shall be considered.





Section 27. Storage Areas – To ensure the safety and security of records stored in storage areas, standards shall be followed.

27.1. Storage in Functional Division/Section/Unit office area

27.1.1. Records stored in the Functional Division/Section/Unit/ office areas should primarily be those that are required for frequent use (active records).

27.1.2. Only files or records in active use shall be kept near the desks.

26.1.3. Other active files or records but not regularly used should be stored securely in a filing cabinet, drawers, or shelves.

27.2. Secondary Storage Area

27.2.1. The management should designate a secondary storage area for inactive records waiting for retention period to be reached.

27.2.2. Office records custodians shall implement a routinary procedure to monitor the retention periods of the records stored in the area.

27.2.3. Safety and security of records shall be ensured at all times. A Systematic database of records shall be available for easy access and retrieval.

27.3. Archives Room

27.3.1. The management should designate an archives room for archive (permanent and vital) records.

27.3.2. Resources such as shelves, cabinets, document binders, and other related supplies, equipment, and facilities shall be available for the purpose.

27.3.3. Systematic database of records shall be available for easy access and retrieval.

27.3.4. Safety and security of records shall be ensured at all times. The records officer/records custodian shall facilitate the transfer of permanent and archival records to the archives room. A backup copy in the form of an electronic file shall be created.

27.3.5. Electronic files, including scanned copies, shall be stored in an external storage media like an external hard drive stored in a safe location or a cloud storage like Google Drive.

Section 28. Preservation of Physical Records – Records, especially those with permanent retention period, shall be preserved and protected for they provide a significant role in the official functions of the organization.

28.1. Handling

28.1.1. Avoid using acidic adhesive tapes.

28.1.2. Avoid using metal fasteners, staple wires, and paper clips.

28.1.3. Use acidic-free, permanent, or alkaline papers for documents of vital importance.

28.1.4. Avoid laminating documents.

28.1.5. Put pouches of silica gel crystals in box files or archival boxes to absorb humidity within the box.

28.2. Environment

28.2.1. Free from pests;

28.2.2. Free from molds;

28.2.3. Free from dampness or leaks that may cause molds to grow on records and damage them;

28.2.4. Located away from comfort room, water pipes, powerhouse, and septic tank;

28.2.5. Secured from unauthorized access;

28.2.6. Has functional fire extinguisher; and

28.2.7. Monitored regularly to ensure desirable conditions.

Section 29. Inventory of Records – Section 15, Article III of RA 9470 mandates government offices to regularly conduct an inventory of public records under their possession.

29.1. Inventory of records shall be used for turn-over of records to successor, records management audit (Rule 53, Article 87-88 of RA 9470 IRR), and guide in the absence of the records officer/custodian.

29.2. The Records Officer/ Custodian shall initiate the conduct of an annual inventory of all records, covering the entire organization/office/school. Consequently, he/she requires submission of annual inventory report from functional divisions/units/sections/offices for consolidation.

29.3. NAP Form 1 (Inventory of Records, Annex 28) shall be used to ensure comprehensive and accurate entries.

29.4. For the inventory of records of a functional division, section, unit, department/ office, it is signed by the records custodian or any personnel of the functional division, section, unit, or department who prepared the actual document. It is then signed by the functional division, section, unit, or department chief as approval.

29.5. For the inventory of records of the whole school, SDO, or Regional Office, the records officer/designate consolidates the submissions from the functional division, section, unit, department, or office, and affixes signature as the one who prepared the consolidated document. It is then signed and approved by the School Head/Public Schools District Supervisor/ Schools Division Superintendent/Regional Director.

29.6. Inventory of Records is done every first quarter of the year.

Section 30. Disposal of Valueless Records – Records are already considered valueless once they reach their retention period. Only authorized disposal of valueless records shall be conducted following the guidelines set by NAP.

30.1. The DepEd Records Disposition Schedule (RDS) (Annex 34) contains the list of records utilized by the Department together with their respective retention periods. In case a certain records type is not found in the DepEd RDS, the NAP General Records Disposition Schedule (GRDS) (Annex 33) shall be utilized. However, if a records type is not found both in the RDS and GRDS, the records shall be kept until such time that the RDS/GRDS will be revised and its retention period will be identified.

30.2. All disposal and destruction of official records shall have prior written authorization from the Executive Director of the National Archives of the Philippines (NAP).

30.3. Disposal of valueless records shall be done in the manner approved by NAP (see part VII of this Manual for the process).

30.4. Recycling of used papers (e.g., use as scratch papers) is not prohibited, provided that they do not hold personal, sensitive personal, and confidential information to avoid data breach. Moreover, they shall be properly disposed of (e.g., shredding).

30.5. Records that are still involved in any case or subject to audit by the Commission on Audit (COA) shall not be disposed of or destructed.

30.6. NAP Form 3 (Request for Authority to Dispose of Records, Annex 30) shall be prepared in three (3) copies and be sent to NAP, together with the agency's letter request for disposal of valueless records.

30.7. For a request for disposal of a functional division, section, unit, or department, it is signed by the records custodian or any personnel of the functional division, section, unit, department, or office who prepared the actual documents. It is then signed by the functional division or department chief as approval.

30.8. For request for disposal of the whole school, district, SDO, or Regional Office, the records officer/designate consolidates the submissions from the functional divisions, sections, units, or departments and affixes signature as the one who prepared the documents. It is then signed and approved by the School Head/ Public Schools District Supervisor/ Schools Division Superintendent/ Regional Director.

30.9. Request for disposal should be made in the second quarter of the year, after the conduct of annual inventory of records on the first quarter.

Section 31. Disposal of Damaged Public Records - Disposal of permanent public records and public records that have not yet reached their retention period shall only be authorized for disposal upon submission to NAP the following: ⁴⁶

31.1. Official report with photo documentation of the non-usability of the records, the extent of damage done, and the cause/s of the damage;

31.2. NAP Form No. 3 (Request for Authority to Dispose of Records) will be prepared in three (3) copies and properly filled out with the specific record series, the period covered and volume of the damaged public records, approved and signed by agency officials concerned;

31.3. A Certification that the damaged records are already post-audited and by the Commission on Audit and are already settled. For records on cases and investigations, the Office shall make a written certification that they are already decided upon or settled; and

31.4. If expediency demands and upon the order of the Executive Department, an official report from NAP Representative upon the conduct of an actual physical inspection and evaluation of the damaged public records will be provided.

Section 32. Storage of Digital/Electronic Records – Just like physical records, electronic/digital records shall also be safe kept and retrieved easily when needed.

32.1. Electronic files follow many of the same file identification and labeling guidelines as paper files. Records are organized by folder indicating the Document Type which acts as the primary classification. Each Document Type contains sub-folders per year (the period covered). Each sub-folder contains the individual documents labeled according to the subject.

⁴⁶ NAP General Guidelines No. 2 Guidelines on the Disposal of Valueless Records in Government Agencies, Rule 13, Article IV

32.1.1. For School Forms

Document Type

School Year

Curriculum/Program *(if applicable)*

Grade Level

Section

32.1.2. Other Documents

Document type

Year/Period Covered

32.2. Digital/electronic records shall also be classified in the same way as physical records are classified, following the Functional Subject Alphabetic Classification Scheme (FSACS).

32.3. As with the physical records, the retention period of digital records shall also follow the provisions of the Records Disposition Schedule and General Records Disposition Schedule.

32.4. Disposal of Digital/Electronic records shall follow the same procedure as that of the physical records. Disposal or destruction of such shall be done in a manner approved by the NAP.

32.5. To ensure the ongoing protection of digital records, the office must require efficient and effective means for maintaining, handling, and storing digital records, both active and inactive, over time.

Section 33. Safety and Security of Digital/Electronic Records

33.1. Employees should have access to official directories.

33.2. Strong passwords shall be utilized.

33.3. To preserve the integrity and originality of files to be released, the format should be in PDF or 'read only'.

33.4. Ensure that records are stored in a secured records-keeping system.

33.5. Shared folders using network drives or shared drives may be utilized for collaboration provided that the security of the documents shall be ensured.

33.6. Office policies and procedures on the management of information technology programs and systems shall be in place.

33.7. Electronic recordkeeping systems shall include adequate system controls such as password protection.

33.8. Electronic records shall be protected from accidental or intentional alteration and deletion.

33.9. Only authorized personnel shall be permitted to create, capture or delete electronic records.

33.10. Electronic records shall be accessible and retrievable on schedule throughout their retention period.

33.11 Employees shall be trained and oriented on how to use the records management systems.

33.12. User support shall be available for troubleshooting when issues with the use of the systems arise.

Section 34. Electronic/Digital Signature – Electronic and digital signatures are now being used widely in transacting online or with electronic means. Thus, guidelines shall be set and followed to ensure the legitimacy and security of signatures.

34.1. Both electronic and digital signatures are considered personal information as defined under the *Data Privacy Act*. The use of electronic signature is valid provided that it has consent from the signatory.

34.2. If an entity holds and processes data associated with electronic or digital signatures of persons, then that entity shall need to comply with the provisions of the Data Privacy Act and its Implementing Rules and Regulations.

34.3. An electronic/digital signature on the electronic document shall be equivalent to the signature of a person on a written document if that signature is proved by showing that a prescribed procedure, not alterable by the parties interested in the electronic document is present.

34.4. Digital signatures, through Philippine National Public Key Infrastructure (PNPKI), use encryption/decryption technology on which an electronic signature solution is built. Digital signature encryption secures the data associated with a signed document and helps verify the authenticity of a signed record. It can be verified through the following:

34.4.1. The document or message sender (signer) shares the public key with the end-user(s);

34.4.2. The sender, using his/her private key, attaches the encrypted signature to the message or document; and

34.4.3. The end-user decrypts the document and verifies the signature, which lets the end-user know that the document is from the original sender.

VII. Standard Operating Procedures

Section 35. Records Processes

35.1. Handling of Incoming Documents

35.1.1. Hardcopy

Name of the Process: Handling of Incoming Documents (Hardcopy)						
SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
External Client	Document to be received	Checks completeness of documents If incomplete, return to the external client for compliance of deficiencies	Personnel of the Concerned Office	Duly checked document	Receiving Personnel of the Records Unit	Checklist of Requirements
Concerned office personnel (addressee)	Duly checked document	Officially receives and stamps document and prepares acknowledgment receipt for the external client's copy	Receiving Personnel of the Records Unit	Officially Received Document and Acknowledgement Receipt	External Client	Acknowledgment Receipt
Receiving Personnel of the Records Unit	Officially Received Document	With DTS: Encodes details, scans and uploads copy in the Document Tracking System Without DTS: Logs details in the logbook/ log sheet and scans file copy If a paperless transaction is applicable, hardcopy shall be filed in the Records Unit. Scanned copies are then routed through DTS. For other documents, hard copies are routed to the concerned office.	Receiving Personnel of the Records Unit	Document Tracking number Scanned file copy Filed hard copy Received transmittal	Office of the Regional Director/ Superintendent/ School Head/ Concerned Office	Document Tracking System/ Transmittal/ Logbook/ log sheet, Data Privacy Act, Ease of Doing Business and Efficient Government Service Delivery Act

35.1.2. Email

Name of the Process: Handling of Incoming Documents (Email)						
SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
External Client	Emailed document	Checks and acknowledges receipt of email	Receiving Personnel of the Records Unit	Acknowledgment Receipt	External Client	Acknowledgment Receipt
Receiving Personnel of the Records Unit	Received Document	With DTS: Encodes details, uploads copy in the Document Tracking System and forwards the received document with DTS number to the Regional Director/ Superintendent/ concerned office Without DTS: Logs details in the logbook/ logsheet, prints the document, stamps and routes to the Regional Director/ Superintendent/ School Head/ concerned office	Receiving Personnel of the Records Unit	Document Tracking number and forwarded email Printed copy of received document/ logbook/ log sheet	Office of the Regional Director/ Superintendent/ School Head/ Concerned Office	Document Tracking System/ Logbook/ Log sheet, Data Privacy Act, Ease of Doing Business and Efficient Government Service Delivery Act

35.2. Handling of Outgoing Documents

Name of the Process:		Handling of Outgoing Documents				
SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
Office of the Regional Director/ Superintendent/ School Head/ Concerned Office	Document for release	Receives, checks, and stamps document/s for release	Releasing Personnel of the Records Unit	Stamped Document for Release	Office of the Regional Director/ Superintendent/ School Head/ Concerned Office	Document Tracking System/ Logbook/ Log sheet, Data Privacy Act, Ease of Doing Business and Efficient Government Service Delivery Act
Releasing Personnel of the Records Unit	Stamped document for release	With DTS: Logs document for release and scans document, uploads in the Document Tracking System, and files file copy Without DTS: Logs document for release and files file copy	Releasing Personnel of the Records Unit	E-copy of document for release, filed copy Filed copy	Office of the Regional Director/ Superintendent/ School Head/ Concerned Office	Document Tracking System/ Logbook/ Log sheet, Data Privacy Act, Ease of Doing Business and Efficient Government Service Delivery Act
Releasing Personnel of the Records Unit	Stamped document for release	Releases document through courier, email, or Document Management System (DMS)	Releasing Personnel of the Records Unit	Released Document	Office of the Regional Director/ Superintendent/ School Head/ Concerned Office	Document Tracking System/ Logbook/ Log sheet, Data Privacy Act, Ease of Doing Business and Efficient Government Service Delivery Act

35.3. Access, Disclosure, and Issuance of Documents

Name of the Process:		Access, Disclosure, and Issuance of Documents				
SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
Borrower/ Requestor	Duly Accomplished Requisition Slip	Receives and checks duly accomplished requisition slip If the borrower/requestor is a representative, a Special Power of Attorney is required.	Records Officer/ Records Custodian	Checked Requisition Slip	Borrower/ Requestor	Requisition Slip, Freedom of Information, Data Privacy Act, Ease of Doing Business and Efficient Government Service Delivery Act
Records Officer/ Records Custodian	Checked Requisition Slip	Searches on the files the requested document If a photocopy of the document is requested, it is stamped 'Certified True Copy'	Records Officer/ Records Custodian	Requested records	Borrower/ Requestor	Inventory of Records, Data Privacy Act, Ease of Doing Business and Efficient Government Service Delivery Act
Records Officer/ Records Custodian	Requested records	Logs and releases borrowed/requested records	Records Officer/ Records Custodian	Logbook/ Log sheet	Borrower/ Requestor	Logbook/ Log sheet, Data Privacy Act, Ease of Doing Business and Efficient Government Service Delivery Act

35.4. Records Inventory

Name of the Process:		Records Inventory				
SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
All employees	RDS/GRSD	Accomplishes and consolidates NAP Form 1	All employees Consolidation is done by the records custodian of the Functional Division/ Unit/ Office/ Department	Duly accomplished NAP Form 1	Records Officer	NAP Form 1 NAP General Circular Nos. 1 and 2, Records Disposition Schedule
Records custodian of the Functional Division/ Unit/ Office/ Department	Duly accomplished NAP Form 1	Consolidates NAP Form 1 entries of the Functional Divisions/ Units/ Offices/ Departments and prepares transmittal letter	Records Officer/ School Records Custodian	Consolidated NAP Form 1 and Transmittal Letter	Regional Director/ Superintendent/ School Head	NAP Form 1, Transmittal letter, Document Tracking System, Logbook/ Log sheet
Records Officer/ School Records Custodian	Consolidated NAP Form 1 and Transmittal Letter	Approves the consolidated NAP Form 1 and signs transmittal letter	Regional Director/ Superintendent/ School Head	Approved Consolidated NAP Form 1 and signed transmittal letter	Records Officer/ School Records Custodian	NAP Form 1, Transmittal letter, Document Tracking System, Logbook/ Log sheet
Records Officer/ School Records Custodian	Approved Consolidated NAP Form 1 and signed transmittal letter	Releases approved consolidated NAP Form 1 with signed transmittal to the NAP /Central Office/ Regional Office	Records Officer/ School Records Custodian	Released Approved Consolidated NAP Form 1 and signed transmittal letter	National Archives of the Philippines (NAP)/ Regional Office/ DepEd Central Office	Document Tracking System/ Logbook/ Log sheet

35.5. Records Disposition

Name of the Process:		Records Disposition				
SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
Records custodian of the Functional Division/ Unit / Office/ Department	Consolidated Nap Form 1 of the Functional Division/ Unit / Office/ Department	Identifies and segregates records for archives and records for disposal For permanent and vital records, turn over to the Records Officer/ School Records Custodian for archiving. For records that have reached the retention period, prepare a request for disposal.	Records Custodian of the Functional Division/ Unit/ Office/ Department	Transmittal letter for archival records NAP Form 3 for records for disposal	Records Officer/ School Records Custodian	Transmittal Letter, NAP Form 3, NAP General Circular Nos. 1 and 2
Records Officer/ School Records Custodian	Transmittal letter for archival records NAP Form 3 for records for disposal	Receives requests for transfer of permanent and vital records to the archives room and facilitates the transfer of such records Consolidates NAP Form 3 of all Functional Division/ Unit / Office/ Department and prepares transmittal letter to the NAP	Records Officer/ School Records Custodian	Database of Archived Records Consolidated NAP Form 3 and letter request to NAP	Records Officer/ School Records Custodian	Database of Archived Records Consolidated NAP Form 3, transmittal letter, NAP General Circular Nos. 1 and 2
Records Officer/ School Records Custodian	Consolidated NAP Form 3 and Transmittal letter to NAP	Approves and signs consolidated NAP Form 3 and Transmittal letter	Regional Director/ Superintendent/ School Head	Approved and signed consolidated NAP Form 3 and Transmittal letter	Records Officer/ School Records Custodian	Consolidated NAP Form 3, transmittal letter
Regional Director/ Superintendent/ School Head	Approved and signed consolidated NAP Form 3 and Transmittal letter	Releases approved consolidated NAP Form 3 with signed transmittal to the NAP	Records Officer/ School Records Custodian	Released Approved Consolidated NAP Form 3 and signed transmittal letter	National Archives of the Philippines (NAP)	Document Tracking System/ Logbook/ Log sheet

35.6. Publication of Issuances

Name of the Process:		Publication of Issuances				
SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
Regional Director/ Superintendent/ School Head	Approved Issuance	Receives and checks completeness and compliance to standards of approved issuance	Releasing personnel of the Records Unit	Duly checked approved issuance	Releasing Personnel of the Records Unit	Document Tracking System/ Logbook/ Logsheet/ ISO standards, DO nos. 30 and 31, s. 2019
Releasing Personnel of the Records Unit	Duly checked approved issuance	Stamps, logs, places control number in the issuance, scans the issuance With DTS: Uploads e-copy in the DTS and files hard copy Without DTS: Files hard copy	Releasing personnel of the Records Unit	Hardcopy and electronic copy of stamped issuance with control number	Releasing Personnel of the Records Unit	Document Tracking System/ Logbook/ Log sheet
Releasing Personnel of the Records Unit	Electronic copy of stamped issuance with control number	Publishes an e-copy of the issuance at the website or emails the same to the intended recipients	Releasing personnel of the Records Unit	Published issuance	DepEd personnel, stakeholders, and the general public	DepEd Caraga Website, Email, Document Tracking System/ Logbook/ Log sheet, Data Privacy Act

35.7. Certification, Authentication, and Verification

Name of the Process:		Certification, Authentication, and Verification (CAV)				
SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
Applicant	Request Form (CAV Form 1)	Receives and reviews completeness of information and requirements in the Request Form	School Records Custodians, or the School Head in his/her absence	Duly checked Request Form	Applicant	CAV Form 1, DO 48, s. 2017
Applicant	Duly checked Request form	Searches for appropriate academic school records If unavailable, indorse the applicant to the Division Office to check the availability of the school records in the Division Office	School Records Custodians, or the School Head in his/her absence	Academic School Records School Referral Form (CAV Form 2)	School Records Custodians, or the School Head in his/her absence	Inventory of Records, CAV Form 2, DO 48, s. 2017
School Records Custodians, or the School Head in his/her absence	Academic School Records	Checks and validates the completeness and correctness of information in the Academic School Records against available school records If unmatched, as to name, birth date, and birth place, clarify discrepancy/ies with the applicant and require an authenticated Birth Certificate Issued by the PSA	School Records Custodians, or the School Head in his/her absence	Validated Academic School Records	School Records Custodians, or the School Head in his/her absence	CAV Form 3, DO 48, s. 2017

		If still unmatched, indorse the applicant to the Legal Unit of the Regional Office for proper disposition.		Indorsement for Correction of Entries in the Academic School Records (CAV Form 3)		
School Records Custodians, or the School Head in his/her absence	Validated Academic School Records	Prepares Certification, Transmittal, List of Approved CAV request and affixes initials	School Records Custodians, or the School Head in his/her absence	Certification of Enrolment/ Completion/ Graduation (CAV Form 4), List of Approved CAV Request (CAV Form 6), School Transmittal to the Regional Office (CAV Form 5)	School Head	CAV Form 4, 5 and 6; DO 48, s. 2017
School Head	ASR, Certification of Enrolment/ Completion/ Graduation (CAV Form 4), List of Approved CAV Request (CAV Form 6), School Transmittal to the Regional Office (CAV Form 5)	Reviews, signs approval of the documents and informs the Regional Office of the approved CAV request through email: caraga@deped.gov.ph	School Head	Duly signed ASR, Certification of Enrolment/ Completion/ Graduation (CAV Form 4), List of Approved CAV Request (CAV Form 6), School Transmittal to the Regional Office (CAV Form 5)	School Records Custodians	CAV Form 4, 5 and 6; DO 48, s. 2017
School Records Custodians, or the School Head in his/her absence	Duly signed ASR, Certification of Enrolment/ Completion/ Graduation (CAV Form 4), List of Approved CAV Request (CAV Form 6), School Transmittal to the Regional Office (CAV Form 5)	Seals CAV requirements in an envelope, logs and releases the same to the applicant	School Records Custodians, or the School Head in his/her absence	CAV requirements sealed in an envelope	Applicant	Sealed envelope, logbook/log sheet, DO 48. S. 2017
Applicant	CAV requirements sealed in an envelope and CAV Application Form	Fills-out CAV Application Form and submits requirements in sealed envelope	Applicant	Duly filled-out CAV Application Form (CAV Form 15) and CAV requirements	Regional Records Officer	Sealed envelope, CAV Form 5, DO 48. S. 2017
Regional Records Officer	Duly filled-out CAV Application Form (CAV Form 15) and CAV requirements	Checks completeness of information in the application form and verifies accuracy and veracity of the requirements If discrepancies are observed, return to the client and advice on the best action to take	Regional Records Officer	Duly verified documents for CAV	Regional Records Officer	DO 48. S. 2017, Specimen signatures of school heads
Regional Records Officer	Duly verified documents for CAV	Prepares Certification, Authentication, and Verification	Regional Records Officer	Certification, Authentication, and Verification (CAV Form 16) with attachments	Regional Director, Assistant Regional Director, Chief Administrative Officer	DO 48. S. 2017
Regional Director, Assistant Regional Director, Chief Administrative Officer	Certification, Authentication, and Verification (CAV Form 16) with attachments	Approves and signs CAV	Regional Director, Assistant Regional Director, Chief Administrative Officer	Approved and signed CAV with attachments	Regional Records Officer	DO 48. S. 2017
Regional Records Officer	Approved and signed CAV with attachments	Stamps, logs, segregates, scans and emails scanned copy to DFA, seals CAV in an envelope, and releases the sealed envelope	Regional Records Officer	Sealed envelope	Applicant	Logbook/log sheet, DO 48, s. 2017

VIII. Penalties for Violations to Records Management Related Laws

Section 36. Penalties for Violations to RA No. 9470, National Archives of the Philippines Act of 2007

Unauthorized Disposal/Damage of Public Records – “A fine of not less than five hundred thousand pesos (P500,000.00) but not exceeding One million pesos (P1,000,000.00) or be imprisoned for not less than five years but not more than fifteen (15) years and/or both fine and imprisonment at the discretion of the court without prejudice to the filing of administrative charges that would result to such public officer’s perpetual disqualification from public office, and forfeiture, in favor of the government, of his salary and other lawful income.” (Section 41 of RA 9470)

Section 37. Penalties for Violations to RA No. 10173, Data Privacy Act of 2012

Unauthorized Processing of Personal Information and Sensitive Personal Information. – “(a) The unauthorized processing of personal information shall be penalized by imprisonment ranging from one (1) year to three (3) years and a fine of not less than Five hundred thousand pesos (Php500,000.00) but not more than Two million pesos (Php2,000,000.00) shall be imposed on persons who process personal information without the consent of the data subject, or without being authorized under this Act or any existing law. (b) The unauthorized processing of personal sensitive information shall be penalized by imprisonment ranging from three (3) years to six (6) years and a fine of not less than Five hundred thousand pesos (Php500,000.00) but not more than Four million pesos (Php4,000,000.00) shall be imposed on persons who process personal information without the consent of the data subject, or without being authorized under this Act or any existing law.” (Section 25, Chapter VIII of RA 10173)

Accessing Personal Information and Sensitive Personal Information Due to Negligence. – “(a) Accessing personal information due to negligence shall be penalized by imprisonment ranging from one (1) year to three (3) years and a fine of not less than Five hundred thousand pesos (Php500,000.00) but not more than Two million pesos (Php2,000,000.00) shall be imposed on persons who, due to negligence, provided access to personal information without being authorized under this Act or any existing law. (b) Accessing sensitive personal information due to negligence shall be penalized by imprisonment ranging from three (3) years to six (6) years and a fine of not less than Five hundred thousand pesos (Php500,000.00) but not more than Four million pesos (Php4,000,000.00) shall be imposed on persons who, due to negligence, provided access to personal information without being authorized under this Act or any existing law.” (Section 26, Chapter VIII of RA 10173)

Improper Disposal of Personal Information and Sensitive Personal Information. – “(a) The improper disposal of personal information shall be penalized by imprisonment ranging from six (6) months to two (2) years and a fine of not less than One hundred thousand pesos (Php100,000.00) but not more than Five hundred thousand pesos (Php500,000.00) shall be imposed on persons who knowingly or negligently dispose of, discard or abandon the personal information of an individual in an area accessible to the public or has otherwise placed the

personal information of an individual in its container for trash collection. (b) The improper disposal of sensitive personal information shall be penalized by imprisonment ranging from one (1) year to three (3) years and a fine of not less than One hundred thousand pesos (Php100,000.00) but not more than One million pesos (Php1,000,000.00) shall be imposed on persons who knowingly or negligently dispose of, discard or abandon the personal information of an individual in an area accessible to the public or has otherwise placed the personal information of an individual in its container for trash collection.” (Section 27, Chapter VIII of RA 10173)

Processing of Personal Information and Sensitive Personal Information for Unauthorized Purposes. – “(a) The processing of personal information for unauthorized purposes shall be penalized by imprisonment ranging from one (1) year and six (6) months to five (5) years and a fine of not less than Five hundred thousand pesos (Php500,000.00) but not more than One million pesos (Php1,000,000.00) shall be imposed on persons processing personal information for purposes not authorized by the data subject, or otherwise authorized under this Act or under existing laws. (b) The processing of sensitive personal information for unauthorized purposes shall be penalized by imprisonment ranging from two (2) years to seven (7) years and a fine of not less than Five hundred thousand pesos (Php500,000.00) but not more than Two million pesos (Php2,000,000.00) shall be imposed on persons processing sensitive personal information for purposes not authorized by the data subject, or otherwise authorized under this Act or under existing laws.” (Section 28, Chapter VIII of RA 10173)

Unauthorized Access or Intentional Breach. – “The penalty of imprisonment ranging from one (1) year to three (3) years and a fine of not less than Five hundred thousand pesos (Php500,000.00) but not more than Two million pesos (Php2,000,000.00) shall be imposed on persons who knowingly and unlawfully, or violating data confidentiality and security data systems, breaks in any way into any system where personal and sensitive personal information is stored.” (Section 29, Chapter VIII of RA 10173)

Concealment of Security Breaches Involving Sensitive Personal Information. – “The penalty of imprisonment of one (1) year and six (6) months to five (5) years and a fine of not less than Five hundred thousand pesos (Php500,000.00) but not more than One million pesos (Php1,000,000.00) shall be imposed on persons who, after having knowledge of a security breach and of the obligation to notify the Commission pursuant to Section 20(f), intentionally or by omission conceals the fact of such security breach.” (Section 30, Chapter VIII of RA 10173)

Malicious Disclosure. – “Any personal information controller or personal information processor or any of its officials, employees or agents, who, with malice or in bad faith, discloses unwarranted or false information relative to any personal information or personal sensitive information obtained by him or her, shall be subject to imprisonment ranging from one (1) year and six (6) months to five (5) years and a fine of not less than Five hundred thousand pesos (Php500,000.00) but not more than One million pesos (Php1,000,000.00).” (Section 31, Chapter VIII of RA 10173)

Unauthorized Disclosure. – “(a) Any personal information controller or personal information processor or any of its officials, employees or agents, who discloses to a third party personal information not covered by the immediately preceding section without the consent of the data subject, shall be subject to imprisonment ranging from one (1) year to three (3) years and a fine of not less than Five hundred thousand pesos (Php500,000.00) but not more than One million pesos (Php1,000,000.00). (b) Any personal information controller or personal information processor or any of its officials, employees or agents, who discloses to a third party sensitive personal information not covered by the immediately preceding section without the consent of the data subject, shall be subject to imprisonment ranging from three (3) years to five (5) years and a fine of not less than Five hundred thousand pesos (Php500,000.00) but not more than Two million pesos (Php2,000,000.00).” (Section 32, Chapter VIII of RA 10173)

Combination or Series of Acts. – “Any combination or series of acts as defined in Sections 25 to 32 shall make the person subject to imprisonment ranging from three (3) years to six (6) years and a fine of not less than One million pesos (Php1,000,000.00) but not more than Five million pesos (Php5,000,000.00).” (Section 33, Chapter VIII of RA 10173)

Section 38. Penalties for Violations to RA No. 3815, s. 1993, Revised Penal Code of the Philippines

Falsification of Public Document “(Counterfeiting or imitating any handwriting, signature or rubric; Causing it to appear that persons have participated in any act or proceeding when they did not in fact so participate; Attributing to persons who have participated in an act or proceeding statements other than those in fact made by them; Making untruthful statements in a narration of facts; Altering true dates; Making any alteration or intercalation in a genuine document which changes its meaning; Issuing in authenticated form a document purporting to be a copy of an original document when no such original exists, or including in such copy a statement contrary to, or different from, that of the genuine original; or Intercalating any instrument or note relative to the issuance thereof in a protocol, registry, or official book.) - Prisión mayor and a fine not to exceed Five Thousand Pesos (Php 5,000.00).” (Article 171, Chapter V of RA 3815)

Section 39. Penalties for Violations to RA No. 11032, Ease of Doing Business and Efficient Government Service Delivery Act of 2018

“Refusal to accept application or request with complete requirements being submitted by an applicant or requesting party without due cause; Imposition of additional requirements other than those listed in the Citizen’s Charter; Imposition of additional costs not reflected in the Citizen’s Charter; Failure to give the applicant or requesting party a written notice on the disapproval of an application or request; Failure to render government services within the prescribed processing time on any application or request without due cause; Failure to attend to applicants or requesting parties who are within the premises of the office or agency concerned prior to the end of official working hours and during lunch break; Failure or refusal to issue official receipts; and Fixing and/or collusion with fixers

in consideration of economic and/or other gain or advantage - First Offense: Administrative liability with six (6) months suspension: *Provided, however,* That in the case of fixing and/or collusion with fixers under Section 21(h), the penalty and liability under Section 22(b) of this Act shall apply; Second Offense: Administrative liability and criminal liability of dismissal from the service, perpetual disqualification from holding public office and forfeiture of retirement benefits and imprisonment of one (1) year to six (6) years with a fine of not less than Five hundred thousand pesos (P500,000.00), but not more than Two million pesos (P2,000,000.00)." (Section 21 and 22 of RA 11032)

Section 40. Penalties for Violations to RA No. 8792, Electronic Commerce Act of 2000

"a. Hacking or crackling with refers to unauthorized access into or interference in a computer system/server or information and communication system; or any access in order to corrupt, alter, steal, or destroy using a computer or other similar information and communication devices, without the knowledge and consent of the owner of the computer or information and communications system, including the introduction of computer viruses and the like, resulting in the corruption, destruction, alteration, theft or loss of electronic data messages or electronic documents shall be punished by a minimum fine of One Hundred Thousand pesos (P 100,000.00) and a maximum commensurate to the damage incurred and a mandatory imprisonment of six (6) months to three (3) years." (Section 33, Part V, of RA 8792)

"b. Piracy or the unauthorized copying, reproduction, dissemination, or distribution, importation, use, removal, alteration, substitution, modification, storage, uploading, downloading, communication, making available to the public, or broadcasting of protected material, electronic signature or copyrighted works including legally protected sound recordings or phonograms or information material on protected works, through the use of telecommunication networks, such as, but not limited to, the internet, in a manner that infringes intellectual property rights shall be punished by a minimum fine of one hundred thousand pesos (P 100,000.00) and a maximum commensurate to the damage incurred and a mandatory imprisonment of six (6) months to three (3) years." (Section 33, Part V, of RA 8792)

"c. Violations of the Consumer Act of Republic Act No. 7394 and other relevant to pertinent laws through transaction covered by or using electronic data messages or electronic documents, shall be penalized with the same penalties as provided in those laws." (Section 33, Part V, of RA 8792)

"d. Other violations of the provisions of this Act, shall be penalized with a maximum penalty of one million pesos (P 1,000,000.00) or six (6) years imprisonment." (Section 33, Part V, of RA 8792)

IX. Effectivity

Section 41. This CoRe Manual shall become effective after final approval from the Regional Director and shall take effect immediately. This shall then be revisited once in two (2) years or when the need arises.

REFERENCES

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LIST OF ABBREVIATIONS USED IN THE MANUAL

ASR – Academic School Records
CAV - Certification, Authentication, and Verification
CTC – Certified True Copy
DMS – Document Management System
DTS – Document Tracking System
FOI – Freedom of Information
FSACS - Functional Subject Alphabetic Classification Scheme
GRDS – General Records Disposition Schedule
NAP – National Archives of the Philippines
PNPKI – Philippine National Public Key Infrastructure
RDS – Records Disposition Schedule
RMIC – Records Management Improvement Committee
RO – Regional Office
SDO – Schools Division Office
SH – School Head
SF – School Form

Annex 2**Directory of Regional and Division Offices**

Office	Email Address	Contact Number	Address
Regional Office	caraga@deped.gov.ph		J. Rosales Avenue, Butu8an City
Agusan del Norte Division	agusan.norte@deped.gov.ph	none	J. Rosales Avenue, Butu8an City
Agusan del Sur Division	depedagusandelsur@deped.gov.ph	(085) 839 5456	Patin-ay, Prosperidad, Agusan del Sur
Bayugan City Division	deped.bayugan@gmail.com		Lanzones St., Poblacion, Bayugan City
Bislig City Division	bislig.city@deped.gov.ph	(086) 853-9060	Government Complex, Poblacion, Bislig City
Butuan City Division	butuan.city@deped.gov.ph	(085) 341 0022	R. Palma St., Butuan City
Cabadbaran City Division	cabadbaran.city@deped.gov.ph	(085) 818 0345	Comagascas, Cabadbaran City
Dinagat Islands Division	dinagat.islands@deped.gov.ph	none	White Beach, Dinagat Islands
Siargao Division	siargao@deped.gov.ph	09190040217	Dapa, Siargao, Surigao del Norte
Surigao City Division	surigao.city@deped.gov.ph	(086) 826 1268 (086) 826 8931 (086) 826 3075	M. Ortiz St., Brgy. Washington, Surigao City
Surigao del Norte Division	surigao.delnorte@deped.gov.ph	none	Rizal cor. Peñaranda St., Surigao City
Surigao del Sur Division	surigaodelsur.division@deped.gov.ph	(086) 211 3225	Balilahan, Mabua, Tandag City
Tandag City Division	tandag.city@deped.gov.ph	(086) 211 5778	Telaje, Tandag City

List of Documents that WILL NOT pass through the Records Office
for Receiving and Releasing

The following are the documents that are not required to be received and released by the Records Office and should be given directly to the concern office for an immediate action:

REGIONAL AND DIVISION LEVEL RECORDS

Legal Records

- Administrative Decisions (With respect to Cases/Opinions/Decisions/Resolutions/Orders)
- Cases (Administrative, Civil/Criminal)
- Complaints/Grievances (Actions Taken on the Complaints, Counter Affidavits and/or Answers, Investigation Reports)
- Rejoinders
- Resolutions
- Corrections of Name/Birthdate (Personnel, Students)
- Deeds (Acquisition of Books/Teaching Aids and Vehicles) Donations, Sale
- Contracts of Services (Contract Records including Correspondences/Related Papers)
- Memoranda of Agreement/Understanding
- Other Legal Records

SCHOOL LEVEL RECORDS

Advisory

- Excuse Letter

Library Records

- Book Cards
- Borrowers Card, etc.

Supply/Property Records

- SF3-Books Issued and Returned
- Acknowledgment Receipts
- Inventories and Inspection Reports, etc.

Financial Records

- MOOE-related Documents
- Financial Reports

Clinic Records

- SF8 – Learners Basic Health and Nutrition Report
- Student's Health Card
- Deworming Form 1
- Personnel's Health Card

Guidance Records

- Learner's Needs
- Progress & Achievement Cardex
- Parent/Guardian Communication Cardex
- Student's Disciplinary Actions
- Case Studies and Anecdotal Records
- NCAE and NAT Results
- Enrolment Forms

Personnel Records

- Form 6 – Application for Leave
- Form 48 – Daily Time Record
- 201 File

List of Active Records Stored in the Records Office

The following are the records in their active phase that need to be stored and properly kept in the Records Office and make such records readily available upon legitimate request:

REGIONAL AND DIVISION LEVEL RECORDS

ITEM NO.	RECORD SERIES TITLE AND DESCRIPTION	RETENTION PERIOD			REMARKS
		Active	Storage	Total	
	<u>ADMINISTRATION & MANAGEMENT</u>				
3	AUTHORITIES TO TRAVEL - Employees - Officials - Teachers/Principals/Asst. School Division Superintendents/Division Superintendents	2 years		2 years	
8	CERTIFICATIONS Certifications, Authentications and Verifications (CAV)	1 year		1 year	
9	CHARTS - Organizational/Functional - Process Flow	PERMANENT		PERMANENT	
11	CREATION OF DIVISION AND DISTRICT OFFICE RECORDS	PERMANENT		PERMANENT	
13	OUTGOING COMMUNICATIONS/ CORRESPONDENCES - Non-Routine - Routine	2 years		2 years	To be filed with appropriate records series After acted upon
14	DIRECTIVES/ISSUANCES Issued by the Head of Agency documenting policies, procedures, standards, rules and regulations, programs of the agency	PERMANENT		PERMANENT	

	• Issued by the Head of Agency reflecting routinary information	2 years		2 years	After superseded
15	DIRECTORIES OF PERSONNEL/SCHOOL OFFICIALS • Advisories • Bulletins • Circulars	2 years		2 years	After superseded
17	Lists Officials (Local/National)	1 year		1 year	After updated
18	MANUALS	PERMANENT		PERMANENT	
25	SPECIMEN SIGNATURES	PERMANENT		PERMANENT	

ITEM NO.	RECORD SERIES TITLE AND DESCRIPTION	RETENTION PERIOD			REMARKS
		Active	Storage	Total	
188	SF1 (School Register)	Permanent		Permanent	
165	SF2 (Learner Daily Attendance Report)	2 years		2 years	
	SF3 (Books Issued & Returned)				Not in RDS
185	SF4 (Monthly Learner's Movement and Attendance Report)	2 years		2 years	
	SF5 (Report on Promotion and Level of Proficiency)				Not in RDS
	SF5A (End of Semester and School Year Learner Status)				Not in RDS
	SF5B (List of Learners with Complete SHS Requirements)				Not in RDS
	SF K (Report on Promotion & Level of Proficiency for Kinder)				Not in RDS
185	SF6 (Summarized Report on Promotion and Level of Proficiency)	Permanent		Permanent	
171	SF7 School Personnel Assignment List and Basic Profile	Permanent		Permanent	
170	SF 8 Learners Basic Health & Nutritional Status	2 years		2 years	
170	SF9 (Learner's Progress Report Card)	Permanent		Permanent	
170	SF10 (Learner's Permanent Academic Record)	Permanent		Permanent	
	Certificate of Recomputed Final Grade				Not in RDS
	Basic Education Enrolment Form with Affidavit of Undertaking				Not in RDS
	Child Mapping Tool				Not in RDS
	Learners Enrolment Survey Form				Not in RDS
192	Test Results	2 years		2 years	After Consolidation
170	Diploma	Permanent		Permanent	

145	Certification of Graduation Certificate of Completion	1 year		1 year	Not in RDS
145	Certification of Good Moral Character	1 year		1 year	
194	Yearbook Certificate of Honor Student	Permanent		Permanent	Not in RDS
182	Ranking/List of Honor Students Class Record with Summary of Quarterly Grades	3 years		3 years	After Graduated Not in RDS
152	NCAE Results	Permanent		Permanent	
184	Records of Student's Disciplinary Actions	2 years		2 years	After Graduated
170	Anecdotal Records of Pupils/Students	5 years		5 years	After Graduated

Note:

Other offices shall transfer permanent records in the Archives Room provided they submit accurate inventory with transmittal/indorsement.

Note:

Records with no retention period specified in the RDS and GRDS shall remain in the storage area until they be assigned a retention period.

List of Identified Routine and Non-Routine Communications

REGIONAL AND DIVISION LEVEL RECORDS

Routine Communications:

1. Programs/Invitations
2. Letter Requests/Correspondence
3. Communications that are of ordinary interest
4. Communications that require ordinary action and do not need reply
5. Communications intended for information dissemination only

Non-routine Communications:

1. Legal Documents
2. Financial Documents
3. Communications with historical value
4. Communications classified as "Top Secret", "Secret", "Restricted", or "Confidential"
5. Vital Records (land titles, deed of donation, deed of sale, memorandum of agreements)

SCHOOL LEVEL RECORDS

Routine Communications

1. Requests
 - a. Good Moral Certificate
 - b. Enrolment Certificate
 - c. Certificate of Graduation
 - d. Certificate of Completion
 - e. Certificate of Honor Student
 - f. Diploma
 - g. Reconstruction of Diploma (for CAV purposes)
 - h. Yearbook
 - i. NCAE Result
 - j. Certification of English as Medium of Instruction
 - k. NAT Results
 - l. Learner's Permanent Academic Record (SF-10)
 - m. Request for CAV (CAV Form 1)
 - n. Certificate of Employment
2. Mails/emails
 - a. Answers / Replies to Requests

Non-Routine Communications

1. Correspondence to and from Stakeholders
2. Legal Documents
3. Financial Documents

Note:

Non-routine mails and communications shall be given priority and be routed to the concerned offices with proper acknowledgement.

**List of Records Stored in the Records Office with Personal
and Sensitive Personal Information**

The following are records that contain personal and sensitive personal information:

REGIONAL AND DIVISION LEVEL RECORDS

1. Certifications

- Certifications, Authentications, and Verifications (CAV)
 - Certificate of Graduation
 - Diploma
 - Student Report Card
 - Special Order

2. Authorities to Travel

3. Copy of Released Documents (Transfer documents, Communications, Reports)

SCHOOL-LEVEL RECORDS

1. SF 1 (School Register)
2. SF5 (Report on Promotion and Level of Proficiency)
3. SF5A (End of Semester and School Year Learner Status)
4. SF9 (Learner's Progress Report Card)
5. SF10 (Learner's Permanent Academic Record) with PSA Birth Certificate
6. Certificate of Recomputed Final Grade
7. Basic Education Enrolment Form with Affidavit of Undertaking
8. Learner's Needs, Progress, and Achievement Cardex (or Anecdotal Record)
9. Parents/Guardians Communication Cardex
10. Records of Student's Disciplinary Actions
11. Child Mapping Tool
12. Diploma
13. Certificate of Completion
14. Class Record with Summary of Quarterly Grades
15. Summary of Final Grades and Average
16. Test Results
17. Personnel Records

List of Records in the Records Office that Can Be Readily
Released to the Requesting Party

REGIONAL AND DIVISION LEVEL RECORDS

1. Directives/Issuances

- DepEd, Regional, and Division Order
- DepEd, Regional, and Division Memorandum
- DepEd, Regional, and Division Advisory
- DepEd, Regional, and Division Bulletin

Note: Provided that the above documents do not contain confidential information

2. Authorities to Travel (provided that it is released to the concerned personnel
or his/her authorized representative)

- Employees
- Officials
- Teachers/Principals/Asst. School Division Superintendents/Division
Superintendents

SCHOOL-LEVEL RECORDS

1. Good Moral Certificate
2. Certificate of Enrolment
3. Certificate of Graduation
4. Certificate of Completion
5. Certification of English as a Medium of Instruction
6. Diploma
7. Certificate of Honor Student
8. Yearbook
9. Test Results
10. SF9 (Learner's Progress Report Card)
11. SF10 (Learner's Permanent Academic Record)

*Note: Provided that it is released to the owner or his/her authorized representative with
Special Power of Attorney (SPA).*

Classification of Records Management Processes Based on Ease of Doing Business
and Anti-Red Tape Act (ARTA)

REGIONAL AND DIVISION OFFICES

Simple Transactions (3 days)

- Issuance of Requested Documents (CTC and Non-CTC)
- Receiving of Communications
- Certification, Authentication, and Verification

SCHOOLS

Simple Transactions (3 days)

- Receiving of Communications and other Documents
- Issuance of School Forms, Certifications, and other School Permanent Records

Request Form (Region/Division)

REQUEST FORM



Republic of the Philippines
Department of Education
 CARAGA REGION
 Division _____

Date of Request: _____
 Date Released: _____
 Control No. _____

Name of Employee: _____ Representative: _____

Contact No. _____ School/Station/Office _____

Document to be requested: (Please check any of the following)

- ☐ Travel Authority
☐ Directives/Issuance
 No. and/or Title: _____
☐ Others (Please specify) _____

Purpose: (Please check any of the following)

- ☐ Ranking/Promotion
☐ Transfer of School/Division
☐ Travel Abroad
☐ Other (Please specify) _____

 Signature Over Printed Name
 Employee/Representative

Note: If request is done through representative, there shall be a Special Power of Attorney or a written notarized authorization, proof of filiation, Identification Card

Request Form (School)

REQUEST FORM



Republic of the Philippines
Department of Education
 CARAGA REGION

Division _____

School _____

School Address _____

Date of Application: _____

Date Release: _____

Control No. _____

Name of Learner: _____

Representative: _____ Relationship: _____

Contact No. _____

School Last Attended: _____ Grade: _____ Section: _____

Present School: _____ School Address: _____

School Record to be requested :(Please check any of the following)

- ☐ SF 9 – Learner Progress Report
☐ SF 10 – Learner's Permanent Academic Record
☐ Certification of Good Moral Character
☐ Diploma
☐ Others(Please specify) _____

Purpose :(Please check any of the following)

- ☐ Local Employment
☐ Transfer of School
☐ Registration for Local Civil Registrar
☐ Employment Abroad
☐ Travel Abroad
☐ Others (Please specify) _____

 Signature Over Printed Name
 Applicant/Representative/Teacher

Note: If request is done through representative, there shall be a Special Power of Attorney or a written notarized authorization, proof of filiation, Identification Card

ANNEX A

CAV FORM 1 - REQUEST FORM - SCHOOL (RF)

Republic of the Philippines
Department of Education
Region _____
Division _____

Control No: _____
Date of Application: _____

Date of Release: _____
School Name: _____
School ID: _____

REQUEST FORM FOR ACADEMIC SCHOOL RECORDS

NAME OF LEARNER: _____
DATE & PLACE OF BIRTH: _____
SCHOOL YEAR LAST ATTENDED / GRADUATED: _____
PRESENT ADDRESS: _____
CONTACT NO: _____

PURPOSE: (Please check any of the following):

- ☐ EMPLOYMENT ABROAD ☐ FIANCE VISA ☐ STUDENT VISA
☐ SEAMAN'A BOOK/SRC ☐ TOURIST VISA ☐ DESCENDANT'S VISA
☐ MIGRATION ☐ REIMBURSEMENT OF EDUCATIONAL
ALLOWANCE/ TUITION FEES OF CHILDREN
OF OFWs
☐ SUCH OTHER PURPOSE AS MAYBE REQUIRED BY THE DFA

Signature Over Printed Name
(Applicant / Representative)

ANNEX B

CAV FORM 2 – SCHOOL REFERRAL TO DIVISION OFFICE

Republic of the Philippines
Department of Education
Region _____
Division _____
School Name _____

**1st Indorsement
Date**

Respectfully forwarded to the Schools Division Superintendent, Division of _____, requesting for assistance in securing a certified true copy of *School Form 18 (now School Form 5)* for reconstruction of Form 137 in relation to the herein attached request of Name of Learner, who claims to be a graduate of / student in Name of School during the School Year _____. The said record, despite diligent search, is not available in the Office.

For the preferential appropriate action of the Schools Division Superintendents.

Signature Over Printed Name
(School Head/Principal)

Attached: as stated.

Official stationery compliant to DO 31, s. 2019 shall be utilized.
--

ANNEX C

**CAV FORM 3 – INDORSEMENT FOR CORRECTION OF ENTRIES IN THE
ACADEMIC SCHOOL RECORDS**

Republic of the Philippines
Department of Education
Region _____
Division _____
School Name _____

**1st Indorsement
Date**

Respectfully forwarded to the Regional Director, DepEd Regional Office _____, _____ (address) _____, (Attention: Attorney IV, Legal Unit) requesting for assistance in the Correction of Entries in the Academic School Records of Name of Learner, a graduate of / student in Name of School during the School Year _____

For ready reference and perusal, attached are the following documents/records:

1. Certificate of live Birth (issued by Philippines Statistics Authority);
2. Affidavit of Discrepancy;
3. Affidavit of two (2) Disinterested Persons;
4. Form-137; and
5. Diploma

For the preferential appropriate action of the Regional Director.

Signature Over Printed Name
(School Head/Principal)

Attached: as stated.

Official stationery compliant to DO 31, s. 2019 shall be utilized.
--

ANNEX D

CAV FORM 4 – CERTIFICATION OF ENROLMENT / COMPLETION / GRADUATION

Republic of the Philippines
 Department of Education
 Region _____
 Division _____
 School Name _____

CERTIFICATION OF ENROLMENT / COMPLETION / GRADUATION

TO WHOM IT MAY CONCERN:

This is to certify that, based on available records in the school, the following information pertaining to Name of Learner with Learner Reference Number _____ appears:

- () enrolled in Grade ____ during the School Year _____
- () completed Grade ____ during the School Year _____
- () satisfactorily graduated from Elementary / Secondary Course for the School Year ____ as prescribed by the Department of Education.

This certification is issued on ____ upon the request of Name of Learner in connection with his / her application for Certification, Authentication, and Verification.

Signature Over Printed Name
 (School Head/Principal)

****If graduated from secondary course in private school, Indicate Special Order Number and Date.***

Official stationery compliant to DO 31, s. 2019 shall be utilized.
--

ANNEX E

CAV FORM 5 – SCHOOL TRANSMITTAL TO THE REGIONAL OFFICE

Republic of the Philippines
Department of Education
Region _____
Division _____
School Name _____

**1st Indorsement
Date**

Respectfully forwarded to the Regional Director, DepEd Regional Office_____,
_____(address)_____, the herein request of Name of Learner for Certification,
Authentication and Verification (CAV) of his / her Academic School Records.

For ready reference and perusal, attached are the following documents/records
marked (√) below properly enclosed in a sealed envelope:

- () Certification of Completion/Graduation
- () Certification of English as Medium of Instruction
- () Form 137
- () Diploma

For the preferential appropriate action of the Regional Director.

Signature Over Printed Name
(School Head/Principal)

Attached: as stated.

Official stationery compliant to DO 31, s. 2019 shall be utilized.
--

ANNEX F

CAV FORM 6 – LIST OF APPROVED CAV REQUESTS

Republic of the Philippines
 Department of Education
 Region _____
 Division _____
 School Name _____

CONTROL NO.	NAME	DATE OF APPLICATION	DATE OF TRANSMITTAL

xxxx nothing follows xxxx

Prepared By:

Signature Over Printed Name
 (School Records Custodian/Registrar)

Submitted By:

Signature Over Printed Name
 (School Head/Principal)

Official stationery compliant to DO 31, s. 2019 shall be utilized.

ANNEX G

**CAV FORM 7 – CERTIFICATION OF NON- AVAILABILITY OF ACADEMIC
SCHOOL RECORDS IN THE DIVISION OFFICE**

Republic of the Philippines
Department of Education
Region _____
Division _____

CERTIFICATION

TO WHOM IT MAY CONCERN:

This is to certify that after due verification, there is no available records on file in the Office of the requested Academic School Records (ASR) of Name of Learner.

Issued this _____ day of _____, 20____ for whatever legal purpose it may serve.

Signature Over Printed Name
(Division Certifying Officer)

Official stationery compliant to DO 31, s. 2019 shall be utilized.
--

ANNEX H

CAV FORM 8 – RETURN INDORSEMENT OF SCHOOLS DIVISION OFFICE TO THE SCHOOL

Republic of the Philippines
Department of Education
Region _____
Division _____

**2nd Indorsement
Date**

Respectfully returned to Name of School Principal, Name of School,
address of school, the attached *School Form 18 (now School Form 5)* in connection
with the request for Academic School Records (ASR) of Name of Learner, a
graduate of / student in that school.

For the preferential appropriate action of the School Principal.

Signature Over Printed Name
(Division Certifying Officer)

Attached: as stated.

Official stationery compliant to DO 31, s. 2019 shall be utilized.
--

ANNEX I

CAV FORM 9 – CERTIFICATION OF DISCREPANCY/IES

Republic of the Philippines
Department of Education
Region _____
Division _____

CERTIFICATION

TO WHOM IT MAY CONCERN:

This is to certify that, based on the duly verified *School Form 18 (now School Form 5)* on file in this Office, copy attached, the discrepancy/ies marked (√) below has / have been noted in the Academic School Records (ASR) of Name of Learner that school:

- () Name: _____
- () Date of Birth : _____
- () Place of Birth : _____
- () School Year of Attendance : _____

Issued this ____ day of ____, 20____ for whatever legal purpose it may serve.

Signature Over Printed Name
(Division Certifying Officer)

Attached: as stated.

Official stationery compliant to DO 31, s. 2019 shall be utilized.
--

ANNEX J

CAV FORM 10 - REQUEST FORM (RF) FOR ALS A & E AND PEPT RATINGS

Republic of the Philippines
Department of Education

Region _____

Division _____

Control No: _____

Date of Application: _____

Date of Release: _____

REQUEST FORM FOR THE RESULTS OF RATING ON:

() Alternative Learning Systems Accreditation & Equivalency Test

() Philippine Educational Placement Test

NAME OF LEARNER: _____

DATE OF BIRTH: _____

PLACE OF BIRTH: _____

PRESENT ADDRESS: _____

CONTACT NO: _____

DATE OF EXAMINATION: _____

PLACE OF EXAMINATION: _____

PURPOSE: (Please check any of the following):

☐ EMPLOYMENT ABROAD ☐ FIANCE VISA ☐ STUDENT VISA

☐ SEAMAN'S BOOK/SRC ☐ TOURIST VISA ☐ DESCENDANT'S VISA

☐ MIGRATION ABROAD ☐ REIMBURSEMENT OF EDUCATIONAL
ALLOWANCE/ TUITION FEES OF
CHILDREN OF OFWs

☐ SUCH OTHER PURPOSES AS MAY BE REQUIRED BY THE DFA

Signature Over Printed Name
(Applicant / Representative)

Official stationery compliant to DO 31, s. 2019 shall be utilized.

ANNEX K

CAV FORM 11 – CERTIFICATION OF NON-AVAILABILITY OF RATING (A&E/PEPT)

Republic of the Philippines
Department of Education
Region _____
Division _____

CERTIFICATION

TO WHOM IT MAY CONCERN:

This is to certify that after due verification, there are no available records on file in this Office of the requested Results of Rating on () Alternative Learning Systems Accreditation and Equivalency Test () Philippine Educational Placement Test of Name of Learner:

Issued this ____ day of ____, 20____ for whatever legal purpose it may serve.

Signature Over Printed Name
(Division Records Officer)

Official stationery compliant to DO 31, s. 2019 shall be utilized.
--

ANNEX L

CAV FORM 12 – CERTIFICATION OF RATING (A&E/PEPT)

Republic of the Philippines
 Department of Education
 Region _____
 Division _____

CERTIFICATION**TO WHOM IT MAY CONCERN:**

This is to certify that, after due verification, the following information marked

(√) below pertaining to Name of Learner, appear in the records of this Office:

() he/she passed the Alternative Learning Systems Accreditation and Equivalency (ALS A&E) Test for Elementary / Secondary Level administered on _____: and he/she has the competencies comparable to that of a Elementary/Secondary graduate in the formal school system and as such, is eligible to enter secondary/tertiary education.

() he/she took the Year Philippines Educational Placement Test (PEPT) given at _____ with Examinee Number _____ which indicates that he/she has met the basic academic requirements of Year Level in the Elementary / Secondary Level: and he / she, therefore, is eligible for admission to Year Level subject to the satisfaction of other school admission requirements.

Issued this ____ day of ____, 20____ for whatever legal purpose it may serve.

Signature Over Printed Name
 (Schools Division Superintendents)

Official stationery compliant to DO 31, s. 2019 shall be utilized.
--

ANNEX M

CAV FORM 13 – DIVISION OFFICE TRANSMITTAL TO THE REGIONAL OFFICE

Republic of the Philippines
Department of Education
Region _____
Division _____

1st Indorsement
Date

Respectfully forwarded to the Regional Director, DepEd Regional Office _____,
_____(address)_____, the herein request of Name of Learner for Certification,
Authentication and Verification (CAV) of Academic School Records.

For ready reference and perusal, attached are the following documents/records
marked (/) below properly enclosed in a sealed envelope:

- () Certification of Results of Rating
 () ALS A&E
 () PEPT

() Diploma

() Form 137

() Others: _____

For the preferential appropriate action of the Regional Director.

Signature Over Printed Name
(Schools Division Superintendents)

Attached: as stated.

Official stationery compliant to DO 31, s. 2019 shall be utilized.
--

ANNEX N

CAV FORM 14 – LIST OF APPROVED CAV REQUESTS

Republic of the Philippines
 Department of Education
 Region _____
 Division _____
 School Name _____

CONTROL NO.	NAME	DATE OF APPLICATION	DATE OF TRANSMITTAL

xxxx nothing follows xxxx

Submitted By:

Signature Over Printed Name
 (Schools Division Superintendents)

Official stationery compliant to DO 31, s. 2019 shall be utilized.

ANNEX O

Control Number: _____
Date of Application: _____

CAV APPLICATION FORM

PURPOSE: (Please check any of the following):

- ☐ EMPLOYMENT ABROAD ☐ FIANCE VISA ☐ STUDENT VISA
- ☐ SEAMAN'S BOOK/ SRC ☐ TOURIST VISA ☐ DESCENDANT'S VISA
- ☐ MIGRATION ABROAD ☐ REIMBURSEMENT OF EDUCATIONAL
ALLOWANCE /TUITION FEES OF CHILDREN OF OFWs
- ☐ SUCH OTHER PURPOSES AS MAY BE REQUIRED BY THE DFA

APPLICANT/ REPRESENTATIVE
(Signature over Printed Name)

(TO BE FILLED-UP BY THE REGIONAL OFFICE)

Requirements	Graduates		Undergraduates	
	Public	Private	Public	Private
1. Student Permanent Records (Form 137)				
2. Diploma				
3. Certificate of Completion/Graduation				
4. Special Order				
5. Certificate of Accreditation (for PAASCU Accredited Schools)				
6. Transmittal				
7. ALS A&E /PEPT				
a. Certification from BEA				
b. Rating				
c. Certificate from Division Office				
8. Passport Size Picture (2 pcs)*				
9. Documentary Stamp				

*If the applicant is not the learner himself/herself

ANNEX P

CAV FORM 16 - CAV FORM

Republic of the Philippines
Department of Education
Region _____

ATTACH PASSPORT
SIZE ID PICTURE

CERTIFICATION, AUTHENTICATION AND VERIFICATION

DATE: _____

CAV No: _____

Series of 20 _____

TO WHOM IT MAY CONCERN:

This is to certify that, based on duly verified available records on file, the following information pertaining to Name of Learner appears, to wit:

() he/she completed the academic requirements of the Department of Education for graduation from the course _____ in the School Year _____ in Name of School, as evidenced by herein attached marked (√) below:

() Student Permanent Record (Form 137)

() Diploma

() Certification of Special Order

() he/she completed the academic requirements of the Department of Education for Grade ____/ Year Level ____ of the Elementary / Secondary course _____ in the School Year _____ in Name of School, as evidenced by herein attached Student Permanent Record (Form 137).

() he / she passed the Alternative Learning Systems Accreditation and Equivalency (ALS A & E) Test for Elementary/Secondary Level Administered on _____ and he/she has the competencies comparable to that of a such, is eligible to enter secondary / tertiary education as evidenced by herein attached Certification of Rating and Diploma.

() he/she took the Year Philippine Educational Placement Test (PEPT) given at _____ with Examinee Number _____ which indicates that he/she has met the basic academic requirements of Year Level in the Elementary/Secondary Level and he/she therefore, is eligible for admission to Year Level subject to the satisfaction of other school admission requirements as evidenced by attached Certificate of Rating.

This Office further certifies the veracity and authenticity of the attached records herewith, and issued in connection with the application of Name of Applicant for _____ purposes.

Signature Over Printed Name
(Regional Director)

Not valid without an official seal,
erasure or alteration

Official stationery compliant to DO 31, s. 2019 shall be utilized.

ANNEX Q

CAV FORM 16 - CERTIFICATION OF ENGLISH AS A MEDIUM OF INSTRUCTION

Republic of the Philippines
 DEPARTMENT OF EDUCATION
 Caraga Region
 Division of _____
 School Name _____

CERTIFICATION

TO WHOM IT MAY CONCERN:

This is to certify that Name of Learner with Learner Reference Number _____ has satisfactorily completed/graduated from the Elementary/ Secondary Course as prescribed by the Department of Education, with the following particulars:

1. Name of School: _____
2. School Address: _____
3. Grade level completed: _____: School Year Completed: _____
4. Graduated on: _____: School Year Graduated: _____
5. Special Order Number: _____: Date: _____

This is to further certify that English Language was used as the medium of instruction in all subjects taught in the above-mentioned school, except for subjects that require the use of Filipino language only.

This certification is issued on _____ upon the request of Name of Learner in connection with his/her application for Certification, Authentication and Verification.

Signature Over Printed Name
 School Head/Principal

*(If graduated from secondary course in private school, indicate Special Order Number and Date)

Official stationery compliant to DO 31, s. 2019 shall be utilized.

CAV CHECKLIST OF REQUIREMENTS**For Graduates:**

1. Indorsement (CAV Form 5) – 1 original copy
2. Diploma – 1 Original (or Reconstructed) and 2 Certified True Copies signed by the School Head/Registrar/Records Custodian
3. Form 137 – 1 Original and 2 Certified True Copies signed by the School Head/Registrar/Records Custodian
4. Certification of Enrolment/Completion/Graduation (CAV Form 4) – 1 Original and 2 Certified True Copies signed by the School Head/Registrar/Records Custodian.
5. Special Order (3 Certified True Copies, for PRIVATE schools only)
6. I.D. Picture (3 pcs passport size with white background)
7. Documentary Stamp (1 pc)
8. Long brown Envelope (1 pc)

For Non-graduates:

1. Indorsement (CAV Form 5) – 1 original copy
2. Form 137 – 1 Original and 2 Certified True Copies signed by the School Head/Registrar/Records Custodian
3. Certification of Enrolment/Completion/Graduation (CAV Form 4) – 1 Original and 2 Certified True Copies signed by the School Head/Registrar/Records Custodian
4. I.D. Picture (3 pcs passport size with white background)
5. Documentary Stamp (1 pc)
6. Long Brown Envelope (1 pc)

For ALS A&E Test and PEPT:

1. Indorsement (CAV Form 13) - 1 original copy
2. Diploma/Certification from BEA - (Original and 2 Certified True Copy)
3. Certificate of Rating from BEA - (Original and 2 Certified True Copy)
4. Certification from Division Office (CAV Form 12) - (Original and 2 Certified True Copy)

In the case of Representative:

1. Special Power of Attorney (SPA)
2. Photocopy of 1 valid ID of applicant and representative with signature

In the case of Minor Applicant:

1. Birth Certificate of the minor applicant (If filed by the parent)
2. Birth Certificates of the minor applicant and the brother/sister (If filed by the brother/sister of legal age)
3. Court Order (If filed by the legal guardian)

NAP Form 1 – Records Inventory and Appraisal

NATIONAL ARCHIVES OF THE PHILIPPINES <i>Pambansang Sinupang ng Pilipinas</i> RECORDS INVENTORY AND APPRAISAL		AGENCY				ORGANIZATIONAL UNIT				TELEPHONE NO.:	
		ADDRESS				PERSON-IN-CHARGE OF FILES				DATE PREPARED	
RECORDS SERIES TITLE & DESCRIPTION	PERIOD COVERED	VOLUME IN CUBIC METER	LOCATION OF RECORDS	FREQUENCY OF USE	DUPLICATION	TIME VALUE T / P	UTILITY VALUE Adm / F / L / Arc	RETENTION PERIOD Active Storage Total			DISPOSITION PROVISION

LEGEND:

TIME VALUE: T - Temporary P - Permanent
 UTILITY VALUE: Adm - Administrative F - Fiscal L - Legal Arc - Archival

PREPARED BY:

ASSISTED BY:

APPROVED BY:

 Name and Position

 NAP Records Management Analyst

 Chief of the Division/Department

National Records Inventory Form

[illegible]**PROCEDURAL/INSTRUCTIONAL GUIDE:**

- RECORDS RETENTION SCHEDULE:**
- (1) **NAME OF OFFICE**
The office where the inventory is being undertaken.
 - (2) **DEPARTMENT/DIVISION**
The department/division of the office.
 - (3) **SECTION/UNIT**
The administrative or operating section/unit of the office.
 - (4) **TELEPHONE NUMBER & (5) EMAIL ADDRESS**
The contact number of the person/employee in charge of files. Email address must be the official electronic mail of the office.
 - (6) **ADDRESS**
Indicate the specific address of the office such as floor number, building, street, city/municipality and province.
 - (7) **PERSON IN CHARGE OF FILES**
The person/employee having control or custody of the records/files/documents.
 - (8) **DATE PREPARED**
The date when the inventory of records had been accomplished.
 - (9) **RECORDS SERIES TITLE AND DESCRIPTION**
The entry of record series title shall be properly filled out. If the record is a substantive record or a record with archival value or one which could not be found in the General Records Disposition Schedule (GRDS), a brief description or definition of the records shall be noted in the remark column. (e.g. for substantive record: Batch Control Sheets – are lists of taxpayers). Include other records that may not be in the records series enumerated above.
 - (10) **PERIOD COVERED/ INCLUSIVE DATES**
Indicate the period covered by the record series from the earliest to the latest year when the records are created/received by the government agency. (e.g. 1990 – 2011). Note gaps.
 - (11) **VOLUME**
The mass of the records should be computed and expressed in cubic meters. The formula for volume in cubic meters: $\text{Volume} = \text{length} \times \text{width} \times \text{height}$ (in meters). In case the bulk of the records could be counted by sacks, box, bundles or wherever the records are stored, then it should be indicated in the inventory list. (e.g. 2 cu.m. – 50 bundles)
 - (12) **RECORDS MEDIUM**
The medium of the records should be specified - whether the records are in paper format, microfilm, electronic, cd/dvd, maps, drawings, computer printout or in any forms. (e.g. for Notarial records: Paper & microfilm)
 - (13) **RESTRICTION**
Records are to be classified as open access or restricted access records. If the government office has no guidelines pertaining to the restrictions of its record holdings, all records of that office are considered open access. Restricted records shall be classified as confidential, restricted, secret and top secret records. (e.g. for 201 Files: Confidential)
 - (14) **LOCATION OF RECORDS**
The location of records should be specified with such designations as office area, offsite or in NAP. (e.g. Room 617 Vault 1 Cabinet 2a)
 - (15) **TIME VALUE**
Records shall be categorized as temporary or permanent records. Temporary records have a specific retention period and may be disposed of. Permanent records may not be disposed of as these should be retained for safekeeping. (e.g. for Vouchers: Temporary; Check Register: Permanent)
 - (16) **RETENTION PERIOD**
If the time value of the records is temporary, the specific retention period should be indicated and checked against the GRDS, Agency RDS or against any other guidelines pertaining to the disposition of the specific record series. When the records' time value is permanent, there will be no limit to its retention period. If the records had no approved retention period, the Records Officer/Custodian shall make an appropriate proposal to the NAP and approved by the supervisor about the suggested retention period. (e.g. for Vouchers that have approved retention period: 10 years; Batch Control Sheets that has no approved retention period: Suggested – 10 years)
 - (17) **REMARKS**
State a brief description/explanation/history of the records series if not found in the Agency RDS/GRDS.

NAP Form 3 – Request for Authority to Dispose of Records

NAP Form No. 3
Revised 2012

Accomplish in 3 copies

NATIONAL ARCHIVES OF THE PHILIPPINES <i>Pambansang Sinuapan ng Pilipinas</i> REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS		AGENCY NAME:	
		ADDRESS:	
DATE:		TELEPHONE NUMBER:	
GRDS/ RDS ITEM NO.	RECORD SERIES TITLE AND DESCRIPTION	PERIOD COVERED	RETENTION PERIOD AND PROVISION/S COMPLIED (if Any)
LOCATION OF RECORDS:		VOLUME IN CUBIC METER:	
PREPARED BY: (Name & Signature)		POSITION:	
CERTIFIED AND APPROVED BY: This is to certify that the above mentioned records are no longer needed and not involved nor connected in any administrative or judicial cases. _____ Name and Signature of Agency Head or Duty Authorized Representative			

DepEd Freedom of Information Request Form

This document may be reproduced and is NOT FOR SALE		Reference Number: 	
		Date of Request: 	
DEPED FREEDOM OF INFORMATION REQUEST FORM Pursuant to Executive Order No. 2, s. 2016 (as of November 2016)			
Please read the following information carefully before proceeding with your application. Use blue or black ink. Write neatly and in BLOCK letters. Improper or incorrectly filled out forms will not be acted upon. Tick or mark boxes with "X" where necessary. Note (*) denotes a MANDATORY field.			
A. Requesting Party			
1. Title (e.g. Mr, Mrs, Ms, Miss)	2. Given Name/s (Including MI) *	3. Surname *	
4. Residential Address (Apartment Number, Street, City/Municipality, Province) *	5. Organization/Company/School *		
6. Landline/Fax	7. Mobile *	8. Email *	
9. Type of ID Given * (Please ensure your IDs contain your photo and signature) ☐ Passport ☐ Driver's License ☐ SSS ID ☐ School ID ☐ Other/s: _____ ☐ Postal ID ☐ Voter's ID			
B. Requested Information			
10. Title of Document/Record Requested * (Please be as detailed as possible)			
11. Purpose *			
C. Declaration			
Privacy Notice: Once deemed valid, the information entered in this form will be used to deal with your application as set out in the Freedom of Information Executive Order No. 2. If the Department gives you access to a document, and if it contains no personal information about you, the document will be published online, along with your name and the date you applied, and, if another person or company will use or benefit from the documents sought, the name of that person or entity. The DepEd shall respond to your request as soon as practicable but not exceeding fifteen (15) working days from receipt hereof, unless extended depending on the nature of request, and when it requires extensive search, or affected by any fortuitous event. By accomplishing this form, I declare that: • The information provided in the form is complete and correct; • I have read the Privacy Notice; • I have presented the requirements needed. I understand that it is an offense to give misleading information about my identity, and that doing so may result in a decision to refuse to process my application. Signature over Printed Name * _____			
D. FOI Receiving Officer (INTERNAL USE ONLY)			
Name _____ Decision Maker Assigned to Application (print name) _____ The request is recommended to be: ☐ Approved ☐ Denied If Denied, please tick the Reason for the Denial: ☐ Invalid Request ☐ Incomplete ☐ Data already available online Date Request Finished (DD/MM/YYYY) _____ RO Signature _____ Date of Signature (DD/MM/YYYY) _____			
ACKNOWLEDGMENT RECEIPT This serves as an acknowledgment that your Freedom of Information (FOI) request was received by this office as set out in the Executive Order No. 2, s. 2016. Rest assured that the collected personal information is utilized solely for documentation purposes and shall be forwarded to the concerned office/s of the Department for appropriate action and/or response in compliance with the Data Privacy Act of 2012. Please be reminded that your FOI request will be acted upon by the assigned officer or employee within the prescribed timelines of			
Name of Requesting Party		Reference Number	
Signature over Printed Name of Receiving Officer		Date	

NATIONAL ARCHIVES OF THE PHILIPPINES
Pambansang Sinupan ng Pilipinas

GENERAL RECORDS DISPOSITION SCHEDULE
common to all Government Agencies
 Series 2009

ITEM NUMBER	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
	<u>ADMINISTRATIVE and MANAGEMENT RECORDS</u>	
1	Acknowledgment Receipts	To be filed with appropriate records series
2	Brochures/Leaflets/Phamplets (About or by the agency)	1 year provided 1 copy is retained for reference
3	Calendars/Schedules of Activities or Events	1 year
4	Certificates of Appearance/Clearances	1 year
5	Certifications	1 year
6	Charts Functional Organizational	PERMANENT
7	Correspondences Non-routine Routine	To be filed with appropriate records series 2 years after acted upon
8	Delivery Receipts	2 years
9	Directories of Employees/Officials	2 years after superseded
10	Feasibility Studies	PERMANENT if implemented, otherwise dispose after 5 years from date of record
11	Gate Passes	6 months
12	Inquiries	2 years after acted upon
13	Issuances Issued by or for the head of agency documenting policies/functions/ programs of the agency Issued by or for the head of agency reflecting routinary information or instruction	PERMANENT 2 years after superseded
14	Lists Associations Committees Cooperatives	1 year after updated

ITEM NUMBER	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
cont. 14	Lists Donors Mailing Transmittal Others	1 year after updated To be filed with appropriate records series
15	Logbooks Incoming/Outgoing Correspondences Visitors Ordinary VIP Others	2 years after date of last entry 2 years after date of last entry PERMANENT 2 years after date of last entry
16	Manuals	PERMANENT
17	Meetings/Proceedings Files Agenda Minutes Board/Executive Committee Staff Notices	1 year PERMANENT 1 year 1 year
18	Official Gazettes	PERMANENT
19	Permits	1 year after renewed/expired
20	Plans Action/Work Others	3 years after implemented PERMANENT if implemented, otherwise dispose 5 years from date of record
21	Press Releases (About or by the agency)	PERMANENT
22	Programs Work Others	3 years PERMANENT if implemented, otherwise dispose 5 years from date of record
23	Proposals	PERMANENT if implemented, otherwise dispose 5 years from date of record
24	Publications (Record Set)	PERMANENT
25	Reorganization Records	PERMANENT
26	Reports Annual/Special Others	PERMANENT 2 years after incorporated in the Annual Report

ITEM NUMBER	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
39	Budgetary Ceilings	3 years
40	Cash Allocation Ceilings/Notices of Cash Allocation	3 years
41	Certifications of Funds Availability	1 year
42	General Appropriations Acts	3 years
43	Organizational Performance Indicator Framework (OPIF)	Permanent
44	Physical Reports of Operations	3 years
45	Special/Supplemental Budgets	3 years
46	Work and Financial Plans	3 years
	<u>FINANCIAL AND ACCOUNTING RECORDS</u>	
47	Abstracts Daily Collections Deposits and Trust Funds General Collections Sub-Vouchers	5 years 5 years 5 years 2 years
48	Advices Checks Issued & Cancelled Remittance	4 years 10 years
49	Annual Statements of Accounts Payable	PERMANENT
50	Auditor's Contract Cards	3 years
51	Authorities for Allowances	2 years after terminated
52	Authorizations Overtime Purchase of Equipment/Property Transfer of Fund Travel Others	1 year after expired
53	Bank Slips Deposits Remittances	10 years
54	Bills	10 years after settled

ITEM NUMBER	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
55	Bonding Files Action Applications/Requests Fidelity/Surety Bond Indemnity for Issue of Due Warrant	3 years 3 years 5 years after expired/terminated 3 years
56	Books of Final Entry General Ledgers Subsidiary Ledgers	PERMANENT
57	Books of Original Entry Cash Disbursement Journals Cash Journals Cash Receipts Journals Check Disbursement Journals General Journals Journals of Analysis of Obligation Journals of Bill Rendered Journals of Check Issued Journals of Collection and Deposit Journals of Disbursement by Disbursing Officer	PERMANENT
58	Cash Flow Charts	PERMANENT
59	Certificates Settlement and Balances Shortages	10 years provided post-audited, finally settled and not involved in any case 10 years after settled
60	Claims Insurance Health Benefits Hospital	10 years after settled
61	Checks and Check Stubs	10 years provided post-audited, finally settled and not involved in any case
62	Daily Cash Flow	3 years
63	Daily Statement of Collections	5 years
64	Expense Ledgers	PERMANENT
65	Financial Statements Balance Sheets Income Statements Statements of Cash Flows (Annual) Statements of Operation	PERMANENT

ITEM NUMBER	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
66	Indices of Payments Creditors Employees Sundry Payments by Checks/Warrants	5 years 15 years after retired/separated PERMANENT
67	Journal Entry Vouchers	12 years provided post-audited, finally settled and not involved in any case
68	Lists of Remittances Loans Premiums	PERMANENT
69	Logbooks of General Funds	3 years after date of last entry
70	Monthly Settlements of Monthly Subsidiary Ledger Balance	2 years
71	Notices Disallowances Suspensions	3 years after settled
72	Official Cash Books	PERMANENT
73	Official Cash Books for Bank Cash Book	PERMANENT
74	Official Receipts	10 years provided post-audited, finally settled and not involved in any case
75	Orders of Payment	10 years
76	Payrolls	10 years provided post-audited, finally settled and not involved in any case
77	Payroll Payment Slips/Pay Slips	10 years
78	Quarterly Statements of Charges to Accounts Payable	10 years
79	Registry Books of Checks Released	PERMANENT
80	Registers Checks/Warrants Checks/Warrants Control	PERMANENT
81	Reliefs from Accountability Decisions Requests	10 years provided a copy is filed with 201 files
82	Reports Accountabilities for Accountable Forms Cash Disbursements Cash Examinations	3 years after cash had been examined 10 years 3 years provided post-audited, finally settled and not involved in any case

ITEM NUMBER	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
cont. 82	Reports Collecting & Disbursing Officers Checks Issued & Cancelled Collections & Deposits Disbursements Daily Cash Reports Liquidations Monthly Income Overdrafts and Misuse of Trust Funds Petty Cash Replenishments	10 years provided post-audited, finally settled and not involved in any case 3 years 10 years 10 years 5 years after case had been settled or terminated 10 years provided post-audited, finally settled and not involved in any case
83	Schedules of Accounts Receivables	3 years
84	Statements Accounts Current Payable Receivable Common Funds Financial Conditions Profits and Losses Reconciliations	3 years 10 years PERMANENT 10 years 10 years PERMANENT 10 years
85	Summaries of Unliquidated Obligations and Accounts Payable	10 years
86	Sundry Payments	10 years
87	Treasury Checking Accounts of Agency (TCAA)	10 years
88	Treasury Drafts	10 years
89	Treasury Warrants	10 years provided post-audited, finally settled and not involved in any case
90	Trial Balances and Supporting Schedules Cumulative Results of Operations-Unappropriated Final Annual Trial Balances Accounting's Copy Auditor's Copy Regional Office Copy Monthly/Quarterly Trial Balances Preliminary Trial Balances Accounting's Copy Auditor's Copy Regional Office's Copy	PERMANENT 10 years after Annual Financial Report had been published PERMANENT 10 years after Annual Financial Report had been published 2 years after consolidated in the Annual Financial Report 10 years after Annual Financial Report had been published PERMANENT 10 years after Annual Financial Report had been published

ITEM NUMBER	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
91	Vouchers, including Bills, Invoices & Other Supporting Documents Disbursements Journals Petty Cash Reimbursement Expense Receipts Travelling Expenses	10 years provided post-audited, finally settled and not involved in any case for COA & Accounting Office/Department/ Division/Section/Unit. All other copies dispose after 1 year.
92	Withholding Tax Certificates	4 years after superseded
	<u>HUMAN RESOURCE/PERSONNEL MANAGEMENT RECORDS</u>	
93	Annual Summary Reports for Replacement Program for Non-Eligibles	5 years
94	Applications Employment Leave of Absence and Supporting Documents Relief of Accountability Retirement/Resignation	1 year 1 year after recorded in the leave cards 5 years after separated/retired 1 year
95	Attendance Monitoring Sheets	1 year
96	Authorities/Requests to Create or Fill Vacant Positions	2 years after vacant positions had been filled up
97	Certifications Employment Residency Service Others	1 year
98	Comparative Data Matrix of Employees	2 years
99	Daily Time Records	1 year after data had been posted in leave cards and post-audited
100	Employee Interview Records	1 year
101	Handwriting Specimens/Signature	PERMANENT
102	Job Order Employment Contracts	5 years after terminated
103	Leave Credit Cards	15 years after separated/retired
104	Lists of Eligibles/Non-Eligibles	1 year after updated
105	Logbooks Arrival & Departure of Employees Attendance Clearances Issued	2 years after date of last entry 1 year provided leave and undertimes are posted in the leave card 2 years after date of last entry

ITEM NUMBER	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
106	Medical Certificates in Support of Absence on Account of Illness/Maternity	3 years after absences had been recorded in leave cards
107	Membership Files GSIS Pag-ibig PhilHealth	15 years after separated/retired
108	Merit Promotion Plans	1 year after superseded
109	Performance Files Appraisal Evaluation Rating Cards Target Worksheets	1 year 1 year 5 years 1 year
110	Permissions to Engage in Business/Private Practice/Teach	2 years after expired
111	Personal Data Sheets (Curriculum Vitae/Resume)	1 year after superseded
112	Personnel Folders (201 Files) Appointments Acceptance of Resignation Approval of Retirement Awards Benefit/Gratuity Certificates Eligibility Rural Service Training/Seminar Attended Change of Marital Status/Name Clearance (latest) Designations/Details Oaths of Office Personal Data Sheet (latest) Position Descriptions Reinstatements Service Records (updated) Statements of Duties and Responsibilities	15 years after separated/retired
113	Plantilla of Personnel	PERMANENT while other copies dispose after 3 years
114	Position Allocation Lists	3 years
115	Position Classifications and Pay Plans	5 years after superseded
116	Recommendations/Referrals	1 year after acted upon

ITEM NUMBER	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
117	Reports Examinations Personnel Actions	2 years PERMANENT
118	Requests Accumulated Leave Credits Approval on Promotions Bonding Officials/Employees Changes of Status Reinstatements Transfers	1 year after acted upon/cleared
119	Salary Standardization Records	5 years after superseded
120	Staffing Patterns	PERMANENT
121	Service Cards	PERMANENT
122	Statements of Assets and Liabilities	10 years
	<u>LEGAL RECORDS</u>	
123	Administrative Cases	7 years after finally settled except Decisions which are Permanent
124	Affidavits	1 year after purpose had been served
125	Articles of Incorporation/By-Laws	PERMANENT
126	Complaints/Protests	5 years after settled
127	Contracts	5 years after renewed/terminated and/or finally settled
128	Decisions	PERMANENT
129	Deeds Donation Sale	PERMANENT
130	Legal Opinions	PERMANENT
131	Memoranda of Agreement/Understanding	PERMANENT
132	Petitions	5 years after settled
133	Resolutions	PERMANENT
134	Special Powers of Attorney	1 year after purpose had been served

ITEM NUMBER	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
135	Subpoenas Ad Testificandum Duces Tecum <u>PROCUREMENT AND SUPPLY RECORDS</u>	3 years or to be filed with appropriate case
136	Acknowledgment Receipts for Equipment (ARE)/ Memorandum Receipts of Equipment (MRE), Semi-Expendable and Non-Expandable Properties	1 year after equipment had been returned
137	Annual Procurements Plans Programs	3 years
138	Bids and Awards Committee Files Abstracts Invitations Minutes Pre/Post Qualifications Publications Resolutions	5 years after contract of winner had been terminated/settled, others dispose after 1 year
139	Bills of Lading	2 years after delivery had been accepted
140	Bin Cards/Stock Cards on Supplies	3 years after date of last entry
141	Canvass of Prices	10 years if attached to vouchers, otherwise, dispose after 2 years
142	Equipment Ledger Cards	2 years after equipment had been disposed
143	Inventory and Inspection Reports of Unserviceable Properties	1 year after property had been disposed
144	Inventories of Equipment/Supplies	1 year after updated
145	Inventory Tag Cards	1 year after updated
146	Invoices / Receipts Accountable Forms Properties/Transfer of Properties	3 years after issuance of clearance had been terminated/after property had been returned
147	Invoices of Delivery on Supply Open-End Order Contracts	5 years
148	Job Orders	1 year
149	Lists of Supplies Under Supply Open-End	5 years
150	Monthly Reports of Supplies and Materials Issued	1 year

ITEM NUMBER	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
151	Property Cards	PERMANENT
152	Purchase Orders	4 years
153	Purchase Requests	1 year
154	Queries on Prices of Articles, Additional Funds to Meet Quotations	1 year
155	Reports of Waste Materials	2 years
156	Requisition and Issue Slips/Requisition Issue Vouchers	1 year or file with appropriate records series
157	Shipping and Packing Lists on Items Purchased	1 year
158	Suppliers Identification Certificates with Procurement	2 years after renewed
159	Supplies Adjustment Sheets	1 year after post-audited
160	Supplies Availability Inquiries	1 year
161	Supplies Ledger Cards	5 years
162	Supplies Purchase Journals	5 years
	<u>TRAINING RECORDS</u>	
163	Calendars	1 year after superseded
164	Course Designs/Outlines/Syllabi	1 year after superseded
165	Masterlists Participants Seminars Conducted/Coordinated	PERMANENT
166	Resource Speaker Profiles	1 year after superseded
167	Schedules of Training/Seminar	1 year after superseded
168	Survey Evaluation Questionnaires	1 year after data had been evaluated
169	Training Handouts	1 year after superseded
170	Training Programs/Plans	3 years after superseded
171	Training Reports	2 years
172	Workshop Results	1 year

NAP Form No. 2
2008

(Enclosure No. 3 to DepEd Memorandum No. 133, s. 2016)

Records Management Operations Manual

NATIONAL ARCHIVES OF THE PHILIPPINES <i>Pambansang Sinuapan ng Pilipinas</i> RECORDS DISPOSITION SCHEDULE		1. AGENCY NAME: DEPARTMENT OF EDUCATION			
		2. ADDRESS: Ullra, Pasig City			
3. SCHEDULE NO.: 2		4. DATE PREPARED:			
5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
	<u>ADMINISTRATION & MANAGEMENT</u>				
1	ACKNOWLEDGMENT LETTERS / RECEIPTS				To be filed with appropriate record series
2	ATHLETICS/SPORTS FILES Athletes' Profiles Letters/Endorsements Results Souvenir Programs	1 year		1 year	After graduated
3	AUTHORITIES TO TRAVEL Employees Officials Teachers/Principals/Asst. School Division Superintendents / Division Superintendents	2 years		2 years	
4	AWARDS AND COMMENDATIONS		PERMANENT		
5	BOARD / COUNCIL FILES Memoranda Original Letters Reports Resolutions		PERMANENT		
6	CALAMITY RECORDS	2 years		2 years	
7	CERTIFICATES OF APPEARANCE	1 year		1 year	
8	CERTIFICATIONS Certifications, Authentications and Verifications (CAV) Certificates of Graduation Diplomas Student Report Cards (Form 137) Special Orders Employment and Salary Enrollment Good Moral Character (issued by the Superintendents)	1 year		1 year	

IMPORTANT: Pursuant to Section 18, Article III, RA 9470 s. 2007, "No government department, bureau, agency and instrumentality shall dispose of, destroy or authorize the disposal or destruction of any public records, which are in the custody or under its control except with the prior written authority of the executive director."

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
9	CHARTS Organizational/Functional Process Flow	PERMANENT			
10	CLEARANCES Students/Teachers/Employees Tuition Fees	1 year		1 year	
11	CREATION OF DIVISION AND DISTRICT OFFICE RECORDS	PERMANENT			
12	COMMITTEE FILES Investigating Task Force	PERMANENT			
13	COMMUNICATIONS/CORRESPONDENCES Non-Routine				To be filed with appropriate records series After acted upon
	Routine	2 years		2 years	
14	DIRECTIVES / ISSUANCES Issued by the Head of Agency documenting policies, procedures, standards, rules and regulations, programs of the agency	PERMANENT			
	Issued by the Head of Agency reflecting routine information	2 years		2 years	After superseded
15	DIRECTORIES OF PERSONNEL / SCHOOL OFFICIALS Advisories Bulletins Circulars	2 years		2 years	After superseded
16	INQUIRIES / QUERIES Non-Routine				To be filed with appropriate records series After acted upon
	Routine	2 years		2 years	
17	LISTS Monuments/Shrines (National) Officials (Local/National)	1 year		1 year	After updated
18	MANUALS	PERMANENT			
19	MEETING FILES (ExeCom/ManCom) Committee Reports Minutes of Meetings Policies Resolutions Other Related Documents	PERMANENT			
20	MESSAGES / SPEECHES	PERMANENT			

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
21	PROGRAMS / PROJECTS (Papers including background materials, studies, analyses, notes, rough drafts, interim reports and related papers to management programs/projects)	P E R M A N E N T			If implemented, otherwise, dispose after 5 years from date of record
22	PUBLICATIONS (Created by DepEd) Advertisements Advisories Books Journals Newsletters 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 Foreign Local	1 year		1 year	
	General Services				
27	FUEL CONSUMPTION REPORTS	1 year		1 year	
28	JOB ORDERS	1 year		1 year	
29	STATEMENTS OF ACCOUNTS/BILLS (PASS, PLDT, Electric, Water)	5 years		5 years	After settled
30	TRIP TICKETS	1 year		1 year	
31	UTILITIES AND SERVICES RECORDS	1 year		1 year	
32	VEHICLE INSURANCE AND REGISTRATIONS	1 year		1 year	After renewed
33	VEHICLE MAINTENANCE AND OPERATIONS RECORDS	1 year		1 year	
	Procurement Service and Supply/Property Records				
34	ACKNOWLEDGMENT RECEIPTS OF EQUIPMENT (ARE) / MEMORANDUM RECEIPTS OF EQUIPMENT (MRE), SEMI-EXPENDABLE AND NON-EXPENDABLE PROPERTIES	1 year		1 year	After equipment had been returned
35	ANNUAL PROCUREMENT PROGRAMS	3 years		3 years	

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
36	INVENTORIES AND INSPECTION REPORTS OF UNSERVICEABLE PROPERTIES	1 year		1 year	After property has been returned
37	INVENTORIES OF SUPPLIES AND PROPERTIES/FIXTURES	1 year		1 year	After updated
38	LEDGER CARDS Equipment Supplies	2 years 5 years		2 years 5 years	After equipment had been disposed
39	PROCUREMENT FILES Abstracts Bids / Canvasses Evaluations of Quotations Bid Evaluations Contracts Invitations to Bid Minutes of Pre-Bid Conference Modes of Procurement (Resolution) Notices of Award Notices to Proceed Programs of Work Pre-Bid Bulletins Resolutions to Award BAC Resolutions Alternative Modes of Procurement Award Shopping and other modes of procurement and other pertinent documents	5 years	5 years	10 years	Provided project is completed and settled
40	PROPERTY INVENTORIES Buildings Equipment	1 year		1 year	After updated
41	PURCHASE ORDERS	4 years		4 years	
42	PURCHASE REQUESTS	1 year		1 year	
43	REPORTS Loss Waste Materials Inspection and Acceptance		PERMANENT		
		2 years 1 year		2 years 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 Last Payments 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 Automated Payroll Deduction System Expenses Capital Outlay Personal Services Maintenance and other Operating Expenses (MOOE) Funds Provident Realignment Transfer Trust/Special Purpose	5 years	5 years	10 years	Provided post-audited, finally settled and not involved in any case
48	FINANCIAL STATEMENTS Balance Sheets Statements of Operation/Income	P E R M A N E N T			
49	NOTICES OF CASH ALLOCATIONS	3 years		3 years	
50	PAYROLLS / PAYROLL SHEETS	5 years	5 years	10 years	Provided post-audited, finally settled and not involved in any case
51	REMITTANCES (GSIS, HMDF, PhilHealth) Advices Lists Loans Premiums	5 years	5 years	10 years	
		P E R M A N E N T			
52	REPORTS Financial Cash Flow Statements of Income and Expenses Statements of Government Equities Lists of Due and Demandable Accounts Payable (LDDAP) Liquidations	5 years		5 years	After Annual Financial Report has been published
		3 years		3 years	After superseded
		5 years	5 years	10 years	
53	TAXES Advalorem/Duty Exemptions Expanded Value Added Tax Income Withholding Tax Certificates	3 years 3 years 3 years 3 years 4 years	3 years 3 years 3 years 3 years	6 years 6 years 6 years 6 years 4 years	After superseded
54	VOUCHERS, INCLUDING BILLS, INVOICES & OTHER SUPPORTING DOCUMENTS Disbursements Journals Liquidations Petty Cash Reimbursement Expense Receipts Travelling Expenses	5 years	5 years	10 years	Provided post-audited, finally settled and not involved in any case

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
	Accounting Records				
55	AUTHORITIES FOR ALLOWANCES Clothing Cost of Living Allowance (COLA) Hardship Representation and Transportation Allowance (RATA)	2 years		2 years	After terminated
56	BOOKS OF FINAL ENTRIES General Ledgers Journals and Analysis of Ledgers Subsidiary Ledgers	P E R M A N E N T			
57	BOOKS OF ORIGINAL ENTRIES Cash/Check Disbursements Cash Receipts General Journals Journals and Analysis of Obligations Journals of Bills Rendered Journals of Checks Issued Journals of Collections and Deposits Journals of Disbursement by Disbursing Officers	P E R M A N E N T			
58	CONSOLIDATED ANNUAL AUDIT REPORTS	P E R M A N E N T			
59	NOTICES OF TRANSFER ALLOCATIONS	1 year		1 year	
60	QUARTERLY STATEMENTS OF CASH ADVANCES	5 years	5 years	10 years	
61	TRIAL BALANCES AND OTHER REPORTS Cumulative Results of Operations- Unappropriated Monthly/Quarterly Trial Balances Preliminary/Final Annual Trial Balances Accountant's Copy Auditor's Copy Regional Office Copy Pre/Post Closing Trial Balances	P E R M A N E N T			
		2 years		2 years	After consolidated in the Annual Financial Report
		5 years	5 years	10 years	After Annual Financial Report has been published
		P E R M A N E N T			
		5 years	5 years	10 years	After Annual Financial Report has been published
		5 years		5 years	After Annual Financial Report has been published
	Budget Records				
62	AGENCY BUDGET MATRICES	3 years		3 years	
63	BUDGET CIRCULARS AND ISSUANCES	5 years	5 years	10 years	
64	BUDGET PROPOSALS & SUPPORTING DOCUMENTS	3 years		3 years	
65	GENERAL APPROPRIATION ACTS	3 years		3 years	
66	MONTHLY CASH PROGRAMS	3 years		3 years	

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
67	OBLIGATION REQUESTS	3 years		3 years	
68	PHYSICAL AND FINANCIAL PLANS	3 years		3 years	
69	PROGRAMS OF EXPENDITURES Local National	5 years	5 years	10 years	
70	REGISTRIES OF ALLOTMENT	5 years		5 years	
71	SPECIAL ALLOTMENT RELEASE ORDERS (SARO)	3 years		3 years	
72	SUB-ALLOTMENT RELEASE ORDERS (Sub-ARO)	3 years		3 years	
	Cash Records				
73	FIDELITY BONDS / BONDS	1 year		1 year	After renewed
74	OFFICIAL CASH BOOKS Collections Disbursements	P E R M A N E N T			
75	OFFICIAL RECEIPTS	5 years	5 years	10 years	After post-audited, finally settled and not involved in any case
76	RECORD BOOKS FOR CHECKS RELEASES	5 years	5 years	10 years	After date of last entry
77	REPORTS Advices of Checks Issued and Cancelled Cash/Check Disbursements Checks Issued and Cancelled Collections Summaries of Checks Released and Cancelled Proportional Vacation Pay	5 years	5 years	10 years	
	HEALTH AND NUTRITION SERVICES				
78	HEALTH AND NUTRITION REPORTS Annual Monthly / Quarterly	P E R M A N E N T			
		2 years		2 years	
79	LISTS HEALTH AND NUTRITION Personnel Distribution of Medicines & Supplies	1 year		1 year	After updated
80	MAGNA CARTA OF PUBLIC HEALTH WORKERS	P E R M A N E N T			

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
81	MEDICAL / DENTAL RECORDS OF PERSONNEL / ATHLETES Dental / Medical Cards Health Profiles Laboratory Results	2 years	PERMANENT PERMANENT	2 years	
82	SCHEDULES OF NURSES AND DENTISTS	1 year		1 year	After updated
83	SPECIAL PROJECTS / PROGRAMS Dental Health Programs Medical and Nursing Health Programs Nutrition Programs		PERMANENT		If implemented, otherwise, dispose after 5 years from date of record
	HUMAN RESOURCE MANAGEMENT SERVICES (PERSONNEL SERVICES)				
84	ANNUAL SUMMARY REPORTS FOR REPLACEMENT PROGRAMS FOR NON-ELIGIBLES	5 years		5 years	After separated/retired of concerned employee
85	APPLICATIONS / RECOMMENDATIONS FOR EMPLOYMENT	1 year		1 year	
86	APPLICATIONS FOR LEAVE OF ABSENCES Maternity Parental (Solo Parent) Paternity Privilege/Special Rehabilitation Sick Study Terminal Vacation Violence Against Women and Children (VAWC) Details 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 GSIS Pag-Ibig PhilHealth 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 Performance Appraisals/Evaluations/ Rating Reports Performance Rating Cards Performance Target Worksheets	1 year 5 years 1 year		1 year 5 years 1 year	After renewed/terminated
100	NOTICES OF ASSIGNMENTS Lists Details Stations	1 year		1 year	
101	PERMITS TO STUDY/TEACH	1 year		1 year	After renewed/terminated
102	PERSONNEL FOLDERS (201 FILES) Appointments Approvals of Retirement Awards Change of Status Designations Dropping from the Rolls (AWOL) First/Last Day of Service Certifications Longevity Notices of Salary Adjustment (NOSA) Notices of Step Increment (NOSI) Oaths of Office Personal Data Sheets (latest) Position Description Forms PRC Licenses Reports of Rating (Eligibilities) Resignations/Transfers/Reinstatements/ Return to Duty Retirements (GSIS Clearance) Separations Service Records (updated) Transcript of Records	5 years	10 years	15 years	After retired/separated
103	PERSONNEL SERVICES ITEMIZATION AND PLANTILLA OF PERSONNEL	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 Conversion Creation Deployment Extension Reclassification and Transfer Requests for Position	2 years		2 years	After follow-up/approval
105	PROMOTION RECORDS	2 years		2 years	After vacant position has been filled
106	PUBLICATIONS OF VACANT POSITIONS Filling up of Positions Protest Ranking Recommendations	2 years		2 years	After vacant position has been filled
107	RECORDS OF SERVICE CREDITS	1 year		1 year	After recording in the level codes
108	SCHOLARSHIP FILES On-the-Job Trainees Students Teachers	2 years 1 year 4 years		2 years 1 year 4 years	After finishing the term After finishing the course
109	SEPARATION ORDERS / EXTRACTS OF RETIRED/TRANSFERRED/SEPARATED 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 LIABILITIES	5 years	5 years	10 years	
	LEGAL SERVICES				
113	ADMINISTRATIVE DECISIONS (With Respect to Cases/Opinions/Decisions/ Resolutions/Orders)	P E R M A N E N T			
114	CASES Administrative Civil Service Commission Department of Education Ombudsman Civil / Criminal	4 years	3 years	7 years	After finally settled except Decisions which are Permanent
115	COMPLAINTS / GRIEVANCES Actions Taken on the Complaints Counter Affidavits and/or Answers Investigation Reports Rejoinders Resolutions	5 years		5 years	After finally settled

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
116	CONTRACTS OF SERVICES (Contract Records including Correspondences/ Related Papers)	5 years		5 years	After renewed/terminated/ and finally settled
117	CORRECTIONS OF NAME / BIRTH DATE Personnel Students	PERMANENT			
118	DEEDS (Acquisition of Books/Teaching Aids and Vehicles) Donations Sale	PERMANENT			
119	MEMORANDA OF AGREEMENT/UNDERSTANDING	PERMANENT			
	PHYSICAL FACILITIES AND SCHOOL ENGINEERING SERVICES				
120	ASSESSMENTS OF SCHOOLS	5 years		5 years	
121	EDUCATIONAL FACILITIES MANAGEMENT MANUALS	PERMANENT			
122	INVENTORIES OF SCHOOL BUILDINGS AND FIXTURES	1 year		1 year	After superseded
123	SUMMARIES OF ESTIMATED COST OF REHABILITATION	5 years		5 years	
	<i>Basic Education Information Services</i>				
124	GOVERNMENT INFO SYSTEM BASED SCHOOL PROFILING SYSTEM PROJECTS	PERMANENT			
125	REQUESTS FOR DEMOLITION AND REPLACEMENT OF SCHOOL BUILDINGS	PERMANENT			
126	SCHOOL BUILDINGS / FURNITURES' PLANS AND SPECIFICATIONS	PERMANENT			
127	SCHOOL BUILDING PROGRAMS Listings of RED and BLACK Schools Budget Allocations Requests for Construction School Based Repair and Maintenance Scheme Site Ownership Site Development Plans	5 years		5 years	
		PERMANENT			
		PERMANENT			
128	SURVEYS OF WATER & ELECTRICITY FACILITY ASSESSMENT PROGRAMS	PERMANENT			

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

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 Annual Audit B592 Supervisory Deployment 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 <i>Alternative Learning System</i>				
			PERMANENT		
		1 year		1 year	After consolidated in Annual Report
			PERMANENT		
		1 year		1 year	After consolidated in Annual Report
		3 years		3 years	
			PERMANENT		
			PERMANENT		
136	ACCREDITATION AND EQUIVALENCY TEST RESULTS		PERMANENT		
137	ANSWER SHEETS				
	Used	6 months		6 months	Provided results have been tabulated and kept permanently
	Unused	6 months		6 months	
138	ADMINISTRATIVE-BASED DATA (MIS)		PERMANENT		
139	ANNUAL ACTION PLANS		PERMANENT		
	Lists of Target Clients				
	Target Areas				
140	CAPABILITY BUILDING PROFILES		PERMANENT		
141	PROJECT FILES		PERMANENT		
	Balik-Paaralan Para sa Out-of-School Adult (BP-OSA)				
	Community Learning Center (CLC)				
	Learning Support Delivery System (LSDS)				
	Literacy Service Contracting Scheme				
142	TEST BOOKLETS	6 months		6 months	Retain atleast 2 sets provided the original is kept permanently in the diskette/cd
	Elementary Level				
	Secondary Level				
	<i>Promotional Division (Elementary and Secondary Divisions)</i>				
143	ACHIEVEMENT TEST RESULTS		PERMANENT		
	Division Achievement Tests				
	National Achievement Tests				
	Elementary				
	Secondary				

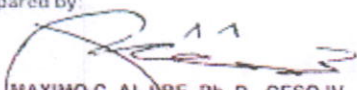
5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
cont. 143	ACHIEVEMENT TEST RESULTS Regional Achievement Tests School Achievement Tests	P E R M A N E N T			
144	BOOK FILES Comments on the Evaluation of Books Requests for Certifications	5 years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

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
158	SPECIAL ORDERS OF GRADUATION	PERMANENT			
159	SCHOLARSHIP GRANTS	PERMANENT			
160	SUMMARIES OF UNITS TAKEN BY STUDENTS OF PRIVATE SECONDARY SCHOOLS (Form 9)	2 years		2 years	
161	TUITION FEE INCREASE RECORDS Applications Approval	3 years		3 years	
	School Level Records				
162	ACTION / DEVELOPMENT PLANS School Improvement Plans Supervisory Plans	PERMANENT			
163	ADMISSION TESTS	3 years		3 years	After admitted
164	APPLICATIONS Accreditations Enrollment Entrance Examinations Graduation and Special Orders Permits/Recognitions	2 years		2 years	After granted
165	ATTENDANCE SHEETS / ATTENDANCE REPORTS (Form 2)	2 years		2 years	
166	BASIC SCHOOL MANAGEMENT COURSE TERM PAPERS	3 years		3 years	
167	BULLETINS OF INFORMATION	PERMANENT			
168	CALENDARS OF ACTIVITIES	1 year		1 year	
169	CASES / FEASIBILITY STUDIES / RESEARCHES	PERMANENT			
170	CLASS RECORDS Anecdotal Records of Pupils/Students Class Cards (Form 138-A) Class Observation and Supervisory Reports (Form 178) Class Schedules (Form 30) Class Values Charts Diplomas Lists of Honor Graduates Nutritional Status of Pupils Report Cards (Form 138) Student Permanent Records (Form 137-A) 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			

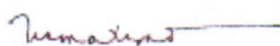
5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
171	CLASS AND TEACHERS PROGRAMS Class Programs (Form 29) Summaries of Information of Teachers (Form 31) Teachers' Program (Form 30)	P E R M A N E N T			
172	CONSOLIDATED DATA OF TEACHING/ NON-TEACHING PERSONNEL (Form 31)	5 years		5 years	After updated/superseded
173	COURSES OF STUDY / SYLLABI	P E R M A N E N T			
174	ENROLLMENT SLIPS	1 year		1 year	
175	GRADING SHEETS	2 years		2 years	
176	LESSON PLANS	1 year		1 year	
177	LISTS Accredited Courses/Subjects Candidates for Graduation ENROLLMENT LISTS Graduates/Honor Graduates School Personnel and Officials	P E R M A N E N T P E R M A N E N T 2 years P E R M A N E N T 1 year		2 years 1 year	After superseded
178	LIBRARY FILES Accession Books (PF 146) Book Cards (PF 149) Borrower's Cards Catalogue Cards (PF 150)	P E R M A N E N T P E R M A N E N T 1 year P E R M A N E N T		1 year	After date of last entry
179	PERMITS Government Permits Government Recognitions Permits to Operate Permits to Study Tuition Fee Increases	P E R M A N E N T P E R M A N E N T 5 years 2 years 5 years		5 years 2 years 5 years	After expired After graduated
180	PROFILES Schools Socio-Economic of Pupils Students Teachers	P E R M A N E N T 5 years 5 years 5 years	10 years	5 years 5 years 15 years	After graduated After graduated After separated/retired
181	PROPOSED ORGANIZATION OF CLASSES DepEd-MTAP Quiz Bee Science Quiz	P E R M A N E N T			If implemented, otherwise 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 ACTIONS	2 years		2 years	After graduated

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
185	REPORTS				
	Annual Reports				
	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				

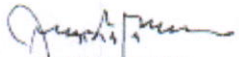
9. Prepared by:

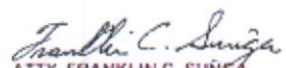

MAXIMO C. ALJIBE, Ph. D., CESO IV
Director III
Administrative Services
TWG Coordinator

10. Assisted by:


VENECIA C. MAXIMO
Senior Records Management Analyst

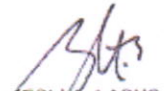
11. Recommending Approval:


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


ATTY. FRANKLIN C. SUNGA
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

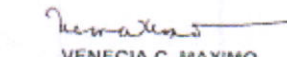
12. Approved:


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

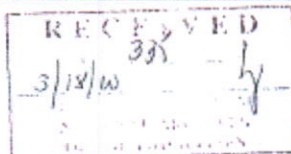
Date

APPROVED:


MARIETTAR CHOU
Executive Director



April 13, 2010
Date



Page 18 of 18 Pages

REQUISITION SLIP

Date: _____

Request for:

☐ Authentication/Certified True Copy ☐ Others: _____
☐ Xerox Copy

Requested Documents: (please specify particular documents)**Purpose:** _____**Requesting Office:** _____

(For DepEd Employees only)

Requesting Person: _____**Approved by:**_____
(Signature over printed name)_____
(Head of Office)**Records Actions:****Number of pages:** _____**Recommending approval:****Approved by:**_____
Records Officer_____
Chief Administrative Officer**Requirements:**

1. Accomplished Request Slip
2. If authorized representative

Received by: _____

(Signature over printed name)

- a) Accomplished Request Slip
- b) Authorization Letter
- c) I.D of authorizing person
- d) I.D of authorized person

CHARGE-OUT SLIP

DATE BORROWED	SUBJECT DESCRIPTION	NAME OF BORROWER	OFFICE	DATE RETURNED	REMARKS

FOLLOW-UP SLIP

Name of Borrower: _____

Office/Organizational Unit: _____

Records(s) borrowed: _____

Date Borrowed: _____

Due Date: _____

Extension Date: _____

Signature of Borrower: _____