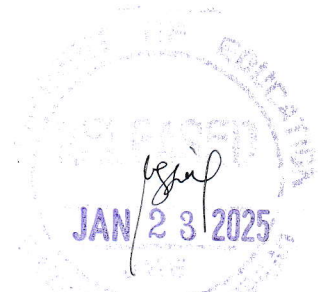




Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGAO



Office of the Schools Division Superintendent

January 23, 2025

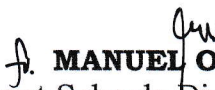
DIVISION MEMORANDUM

No. 01-017 s, 2025

CONDUCT OF ANNUAL INVENTORY OF RECORDS FOR CY 2024

To: Assistant Schools Division Superintendent
Functional Division Chiefs
Curriculum Implementation Division (CID) Personnel
School Governance and Operations Division (SGOD) Personnel
Office of the Schools Division Superintendent (OSDS) Personnel
Elementary and Secondary School Heads
Division/Schools Records Custodian
All concerned
This Division

1. In view of IRR of RA 9470 otherwise known as the National Archive of the Philippines Act of 2007, the agency is hereby directed to *“conduct periodic examination of agency files at least once a year to identify valueless records that can be requested for disposal”*.
2. Per RM No. 135, s. 2021 conduct of inventory of record shall be done every first quarter of the year. Thus, all schools and units in the Division Office are required to submit inventory report on or before **March 14, 2025**.
3. Soft copy of forms will be sent online for your reference and compliance.
4. Immediate dissemination of and strict compliance with this memorandum is hereby directed.


MANUEL O. CABERTE
Assistant Schools Division Superintendent
Officer-in-Charge 1/23/25
Office of the Schools Division Superintendent

Encl: As stated

Reference: IRR of RA 9470

To be indicated in the Perpetual Index under the following subjects:
RECORDS INVENTORY NAP

OSDS/momosay
01/23/25



Address: Brgy. Osmeña, Dapa, Surigao del Norte, 8417
Contact No.: 09190040217
Website: sdosiargao.com
 siargao@depd.gov.ph  DepEd Siargao