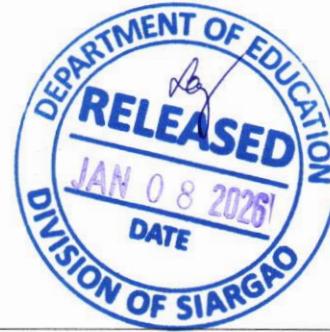




Republic of the Philippines  
Department of Education  
CARAGA REGION  
SCHOOLS DIVISION OF SIARGAO



DIVISION MEMORANDUM

No. 01-003 s. 2026

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

CONDUCT OF ANNUAL INVENTORY OF RECORDS FOR CY 2025

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 records 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 13, 2026**.
3. Soft copy of forms can be downloaded through this link: <https://11nq.com/RecordsInventory>.
4. Immediate and wide dissemination of this Memorandum is desired.

  
**MANUEL O. CABERTE**  
Schools Division Superintendent 

Encl/s: None

Reference/s: None

To be indicated in Perpetual Index under the following subjects

**RECORDS            INVENTORY            NAP**

OSDS/REAgatep  
01/07/2026



Address: Brgy. Osmeña, Dapa, Surigao del Norte  
Contact No.: 09190040217  
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(Enclosure No. 1 to DM No. 01\_003, s. 2026)

## Records Management Operations Manual

<b>NATIONAL ARCHIVES OF THE PHILIPPINES</b> <i>Pambansang Sinupan ng Pilipinas</i> <b>RECORDS DISPOSITION SCHEDULE</b>		<b>1. AGENCY NAME:</b> <b>DEPARTMENT OF EDUCATION</b> <b>2. ADDRESS:</b> <i>Department of Education</i>			
<b>3. SCHEDULE NO.:</b> <b>2</b>		<b>4. DATE PREPARED:</b> <i>2026</i>			
<b>5. ITEM NO.</b>	<b>6. RECORD SERIES TITLE AND DESCRIPTION</b>	<b>7. RETENTION PERIOD</b>			<b>8. REMARKS</b>
		<b>Active</b>	<b>Storage</b>	<b>Total</b>	
	<b><u>ADMINISTRATION &amp; MANAGEMENT</u></b> 1. ACKNOWLEDGMENT LETTERS / RECEIPTS 2. ATHLETICS/SPORTS FILES Athletes' Profiles Letters/Endorsements Results Souvenir Programs 3. AUTHORITIES TO TRAVEL Employees Officials Teachers/Principals/Asst. School Division Superintendents / Division Superintendents 4. AWARDS AND COMMENDATIONS 5. BOARD / COUNCIL FILES Memoranda Original Letters Reports Resolutions 6. CALAMITY RECORDS 7. CERTIFICATES OF APPEARANCE 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)				

**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				
	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		
	Issued by the Head of Agency reflecting routinary information	2 years		2 years	After superseded
15	DIRECTORIES OF PERSONNEL / SCHOOL OFFICIALS Advisories Bulletins Circulars	2 years		2 years	After superseded
16	INQUIRIES / QUERIES Non-Routine				
	Routine	2 years		2 years	To be filed with appropriate records series After acted upon
17	LISTS Monuments/Shrines (National) Officials (Local/National)	1 year		1 year	After updated
18	MANUALS		PERMANENT		
19	MEETING FILES (ExeCom/ManCom) Committee Reports Minutes of Meetings Policies Resolutions Other Related Documents		PERMANENT		
20	MESSAGES / SPEECHES		PERMANENT		

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
21	PROGRAMS / PROJECTS (Papers including background materials, studies, analyses, notes, rough drafts, interim reports and related papers to management programs/projects)		PERMANENT		If implemented, otherwise, dispose after 5 years from date of record
22	PUBLICATIONS (Created by DepEd) Advertisements Advisories Books Journals Newsletters Press Releases		PERMANENT		Records Set
23	SEMINAR / WORKSHOP / CONVENTION INVITATIONS	1 year		1 year	
24	SOLICITATIONS	1 year		1 year	
25	SPECIMEN SIGNATURES		PERMANENT		
26	TRAVEL / VISIT FILES Foreign Local	1 year		1 year	
<i>General Services</i>					
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	
<i>Procurement Service and Supply/Property Records</i>					
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			PERMANENT	
49	NOTICES OF CASH ALLOCATIONS	3 years		3 years	
50	PAYROLLS / PAYROLL SHEETS	5 years	5 years	10 years	Provided post-audited, finally settled and not involved in any case
51	REMITTANCES (GSIS, HMDF, PhilHealth) Advices Lists Loans Premiums	5 years	5 years	10 years	PERMANENT
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
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 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	
<b><i>Accounting Records</i></b>					
55	AUTHORITIES FOR ALLOWANCES Clothing Cost of Living Allowance (COLA) Hardship Representation and Transportation Allowance (RATA)	2 years		2 years	After terminated
56	BOOKS OF FINAL ENTRIES General Ledgers Journals and Analysis of Ledgers Subsidiary Ledgers		PERMANENT		
57	BOOKS OF ORIGINAL ENTRIES Cash/Check Disbursements Cash Receipts General Journals Journals and Analysis of Obligations Journals of Bills Rendered Journals of Checks Issued Journals of Collections and Deposits Journals of Disbursement by Disbursing Officers		PERMANENT		
58	CONSOLIDATED ANNUAL AUDIT REPORTS		PERMANENT		
59	NOTICES OF TRANSFER ALLOCATIONS	1 year		1 year	
60	QUARTERLY STATEMENTS OF CASH ADVANCES	5 years	5 years	10 years	
61	TRIAL BALANCES AND OTHER REPORTS Cumulative Results of Operations- Unappropriated		PERMANENT		
	Monthly/Quarterly Trial Balances	2 years		2 years	After consolidated in the Annual Financial Report
	Preliminary/Final Annual Trial Balances Accountant's Copy	5 years	5 years	10 years	After Annual Financial Report has been published
	Auditor's Copy Regional Office Copy	5 years	5 years	10 years	After Annual Financial Report has been published
	Pre/Post Closing Trial Balances	5 years		5 years	After Annual Financial Report has been published
	<b><i>Budget Records</i></b>				
62	AGENCY BUDGET MATRICES	3 years		3 years	
63	BUDGET CIRCULARS AND ISSUANCES	5 years	5 years	10 years	
64	BUDGET PROPOSALS & SUPPORTING DOCUMENTS	3 years		3 years	
65	GENERAL APPROPRIATION ACTS	3 years		3 years	
66	MONTHLY CASH PROGRAMS	3 years		3 years	

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
67	OBLIGATION REQUESTS	3 years		3 years	
68	PHYSICAL AND FINANCIAL PLANS	3 years		3 years	
69	PROGRAMS OF EXPENDITURES 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	
	<b>Cash Records</b>				
73	FIDELITY BONDS / BONDS	1 year		1 year	After renewed
74	OFFICIAL CASH BOOKS Collections Disbursements		PERMANENT		
75	OFFICIAL RECEIPTS	5 years	5 years	10 years	After post-audited, finally settled and not involved in any case
76	RECORD BOOKS FOR CHECKS RELEASES	5 years	5 years	10 years	After date of last entry
77	REPORTS Advices of Checks Issued and Cancelled Cash/Check Disbursements Checks Issued and Cancelled Collections Summaries of Checks Released and Cancelled Proportional Vacation Pay	5 years	5 years	10 years	
	<b>HEALTH AND NUTRITION SERVICES</b>				
78	HEALTH AND NUTRITION REPORTS Annual Monthly / Quarterly	2 years	PERMANENT		2 years
79	LISTS HEALTH AND NUTRITION Personnel Distribution of Medicines & Supplies	1 year		1 year	After updated
80	MAGNA CARTA OF PUBLIC HEALTH WORKERS		PERMANENT		

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
81	MEDICAL / DENTAL RECORDS OF PERSONNEL / ATHLETES Dental / Medical Cards Health Profiles Laboratory Results		PERMANENT PERMANENT 2 years	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
	<b>HUMAN RESOURCE MANAGEMENT SERVICES (PERSONNEL SERVICES)</b>				
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		PERMANENT		
98	MONTHLY REPORTS OF SERVICE AND ATTENDANCE / ABSTRACTS OF ABSENCES	2 years		2 years	
99	NEW APPRAISAL PERFORMANCE SYSTEM FILES Performance Appraisals/Evaluations/ Rating Reports Performance Rating Cards Performance Target Worksheets	1 year		1 year	
100	NOTICES OF ASSIGNMENTS Lists Details Stations	1 year		1 year	
101	PERMITS TO STUDY/TEACH	1 year		1 year	After renewed/terminated
102	PERSONNEL FOLDERS (201 FILES) Appointments Approvals of Retirement Awards Change of Status Designations Dropping from the Rolls (AWOL) First/Last Day of Service Certifications Longevity Notices of Salary Adjustment (NOSA) Notices of Step Increment (NOSI) Oaths of Office Personal Data Sheets (latest) Position Description Forms PRC Licenses Reports of Rating (Eligibilities) Resignations/Transfers/Reinstatements/ Return to Duty Retirements (GSIS Clearance) Separations Service Records (updated) Transcript of Records	5 years	10 years	15 years	After retired/separated
103	PERSONNEL SERVICES ITEMIZATION AND PLANTILLA OF PERSONNEL		PERMANENT		Other copies dispose after 3 years

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
104	POSITION / ITEM FILES Conversion Creation Deployment Extension Reclassification and Transfer Requests for Position	2 years		2 years	After follow-up/approval
105	PROMOTION RECORDS	2 years		2 years	After vacant position has been filled
106	PUBLICATIONS OF VACANT POSITIONS Filling up of Positions Protest Ranking Recommendations	2 years		2 years	After vacant position has been filled
107	RECORDS OF SERVICE CREDITS	1 year		1 year	After recording in the level codes
108	SCHOLARSHIP FILES On-the-Job Trainees 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	PERMANENT			
111	SERVICE RECORDS	2 years		2 years	After updated provided a copy is incorporated in 201 Files
112	STATEMENTS OF ASSETS AND LIABILITIES	5 years	5 years	10 years	
<b>LEGAL SERVICES</b>					
113	ADMINISTRATIVE DECISIONS (With Respect to Cases/Opinions/Decisions/Resolutions/Orders)	PERMANENT			
114	CASES Administrative Civil Service Commission Department of Education Ombudsman Civil / Criminal	4 years	3 years	7 years	After finally settled except Decisions which are Permanent
115	COMPLAINTS / GRIEVANCES Actions Taken on the Complaints Counter Affidavits and/or Answers Investigation Reports Rejoinders Resolutions	5 years		5 years	After finally settled

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
116	CONTRACTS OF SERVICES (Contract Records including Correspondences/ Related Papers)	5 years		5 years	After renewed/terminated/ and finally settled
117	CORRECTIONS OF NAME / BIRTH DATE Personnel Students		PERMANENT		
118	DEEDS (Acquisition of Books/Teaching Aids and Vehicles) Donations Sale		PERMANENT		
119	MEMORANDA OF AGREEMENT/UNDERSTANDING  <b>PHYSICAL FACILITIES AND SCHOOL ENGINEERING SERVICES</b>		PERMANENT		
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  <i>Basic Education Information Services</i>	5 years		5 years	
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	
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	
	<b>PLANNING SERVICES</b>				
129	BASIC EDUCATION INFORMATION SYSTEM (EMIS) MODULES Module I Clientele Identifications Clientele Database Module II Staff Personnel Database Module III Curriculum Database Module IV Legislations and Control Database Module V Physical Facilities (By Division/ District/Barangay) Module VI Financial Database Module VII Community Extension Database Module VIII Educational Planning, Research and Evaluation Database Quick Count Framework Module (BEIS-QC)		PERMANENT		
130	DEVELOPMENT PLANS Action Strategic		PERMANENT		
131	PERFORMANCE INDICATORS Achievement Rates Cohort / Survival Rates Completion Rates Dropout Rates Literacy Rates Participation Rates Promotion Rates Pupil-Classroom Ratios Pupil-Desk Ratios Pupil-Textbook Ratios Retention Rates	5 years	5 years	10 years	
132	PERFORMANCE MEASURE FRAMEWORKS BY REGIONS AND BY QUARTERS	3 years		3 years	
133	PROFILES Government Secondary School Profiles (GSSP) Private Schools		PERMANENT		
134	REQUESTS FOR ITEM POSITIONS	2 years		2 years	After acted upon
135	REPORTS Accomplishments Annual Central		PERMANENT		

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

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

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)		PERMANENT		
172	CONSOLIDATED DATA OF TEACHING/ NON-TEACHING PERSONNEL (Form 31)	5 years		5 years	After updated/superseded
173	COURSES OF STUDY / SYLLABI		PERMANENT		
174	ENROLLMENT SLIPS	1 year		1 year	
175	GRADING SHEETS	2 years		2 years	
176	LESSON PLANS	1 year		1 year	
177	LISTS Accredited Courses/Subjects Candidates for Graduation ENROLLMENT LISTS Graduates/Honor Graduates School Personnel and Officials	2 years 1 year	PERMANENT PERMANENT PERMANENT 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)	1 year	PERMANENT PERMANENT PERMANENT	1 year	After date of last entry
179	PERMITS Government Permits Government Recognitions Permits to Operate Permits to Study Tuition Fee Increases	5 years 2 years 5 years	PERMANENT PERMANENT 5 years	5 years 2 years 5 years	After expired After graduated
180	PROFILES Schools Socio-Economic of Pupils Students Teachers	5 years 5 years 5 years	PERMANENT 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		PERMANENT		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) Administrators Principals Monthly Enrollment (Form 2) Narrative Reports of Department Heads Number of Schools/Students/ Promotions (Summarized) Performance Indicators (Yearly Report) Physical Inventory Reports Reports on Promotion 18-A Secondary Schools 18-E1 Primary Grades I-IV 18-E2 Intermediate Grades V-VII School Fund/Financial Reports Summaries of Monthly Attendance (Form 7) Supervisory	2 years 2 years	PERMANENT 2 years 2 years 2 years 2 years PERMANENT 2 years PERMANENT	2 years 2 years 2 years 2 years 5 years 2 years 2 years	
186	REQUESTS Additional Courses Carry Overload Inclusion in the Enrollment Lists Summer Classes Transfer	2 years		2 years	After acted upon
187	SCHOOL CALENDARS	1 year		1 year	
188	SCHOOL REGISTERS ( Form 1)		PERMANENT		
189	STUDENTS' TEST PAPERS/CLASS EXAMINATIONS	1 year		1 year	
190	SUPERVISORY PLANS FOR TEACHERS	1 year		1 year	
191	TEACHERS' SCHEDULES (Form 29)	1 year		1 year	
192	TEST RESULTS	2 years		2 years	After consolidation
193	TESTING MATERIALS		PERMANENT		Other copies, dispose after 1 year
194	YEAR BOOKS / ANNUAL BOOKS		PERMANENT		

### 9. Prepared by

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LESLIE A. LAPUS  
DPPED 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

Revelation  
VENECIA C. MAXIMO  
~~Chairman~~ Chairman  
Records Management Evaluation Committee

4844

Date \_\_\_\_\_

APPROVED:

*Marietta Chou*  
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#### Executive Director

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Figure 12 of 12 Panel

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