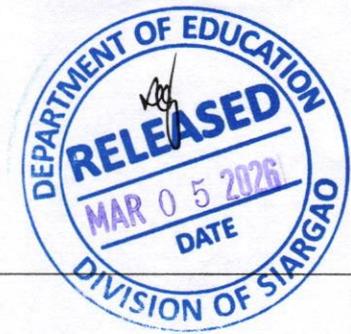




Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGAO



DIVISION MEMORANDUM

No. 03-084 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

ADDENDUM CORRIGENDUM TO DIVISION MEMORANDUM NO. 01-003 S. 2026 RE:
CONDUCT OF ANNUAL INVENTORY OF RECORDS FOR CY 2025

1. In reference to DM No. 01-003 s. 2026 dated January 8, 2026 regarding the Conduct of Annual Inventory of Records for CY 2025, the accomplished NAP Form 1 must be scanned and uploaded through this link: <https://tinyurl.com/RecordsNF1>.
2. **Uploading Procedure**
 - a. The Division/School Records Custodian must select the appropriate district folder and upload the scanned copy of the form.
 - b. Within the district folder, create a sub-folder named after your school.
 - c. Upload the scanned copy of the form into your school's folder.
3. Immediate and wide dissemination of this Memorandum is desired.

Manuel O. Caberte
MANUEL O. CABERTE
Schools Division Superintendent

Encl/s: NAP Form 1

Reference/s: RA 9470

To be indicated in Perpetual Index under the following subjects

RECORDS

INVENTORY

NAP

OSDS/REAgatep
03/04/2026



Address: Brgy. Osmeña, Dapa, Surigao del N

Contact No.: 09190040217

Website: sdosiargao.com

siargao@deped.gov.ph



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