

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



DIVISION MEMORANDUM

No. **04-115** s. 2026

To: Assistant Schools Division Superintendent
 Division Chiefs and Personnel
 Office of the Schools Division Superintendent (OSDS) Personnel
 Elementary and Secondary School Heads
 Teaching and Non-Teaching Personnel
 Division/School Records Custodian
 All Concerned
 This Division

CONDUCT OF DISPOSAL OF VALUELESS RECORDS APPROVED BY THE NATIONAL ARCHIVES OF THE PHILIPPINES (NAP)

- Pursuant to Section 9 (1) and (2) of Article II, and Section 18 of Article III, the agency shall adhere to the guidelines on the disposal of valueless records applicable to all government agencies.
- In compliance with the approved request for records disposal, please be informed that the National Archives of the Philippines (NAP) will visit the DepEd Siargao Division for the conduct of records disposal.
- The following office/schools are hereby directed to prepare and bring the duly approved documents for disposal to DepEd Siargao Division on May 25-29, 2026.

Unit Head	Office
Malou S. Omosay	Records Unit
Reyelle E. Agatep	Records Unit
Louella Villegas	Budget Unit
Maricris Sulapas	Accounting Unit
Rochell Boncaros	Personnel Unit
Francis Albert Golo	Supply Unit

Previous Records Custodian	New Records Custodian	School/Office
Clodita Bajita	Rendy Guma	Buenavista Elementary School
Vebelyn Macarine	Louie Vincent Comon	Katipunan Elementary School - Pilar
Tersa Porpayas	Adriano Formilles, Jr.	San Miguel Elementary School
Florida Galavia	Florida Galavia	Mariano Matugas MNHS
Frecel Mae Culminas	Mary Grace Gona	Maasin Elementary School
Chiyaen Bato	Chiyaen Bato	P. Dela Pena Elementary School



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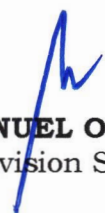

DepEd Siargao



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Previous Records Custodian	New Records Custodian	School/Office
Dayci L. Sarong	Dayci L. Sarong	Songkoy Elementary School
Chiyen Bato	Chiyen Bato	San Roque Elementary School
Carlo Borris G. Oraliza	Rica Blanche C. Pomoy	General Luna National High School

4. The disposal of records will be conducted at Osmeña Elementary School on June 3, 2026. All office and school records custodians listed above are required to be present at Osmeña Elementary School to witness the activity.
5. For strict compliance.


MANUEL O. CABERTE
Schools Division Superintendent 

Encl/s: NAP Form 3
Reference/s: As Stated
To be indicated in Perpetual Index under the following subjects

RECORDS DISPOSAL NAP

OSDS/REAgatep
04/27/2026