



RELEASED

March 11, 2022

DATE: 3/14/22 10:00 a.m.

DIVISION MEMORANDUM
No. 64, s. 2022

**SUBMISSION OF THE DEPARTMENT'S UPDATED NATIONAL
INVENTORY OF RECORDS TO THE NATIONAL ARCHIVES OF THE
PHILIPPINES (NAP)**

To: Assistant Schools Division Superintendent
Curriculum Implementation Division (CID)
Schools Governance and Operating Division (SGOD)
Office of the Schools Division Superintendent (OSDS)
Section Heads
This Division

1. This office disseminates **Administrative Service AS-OD-MEMO-2022-001** dated February 22, 2022 entitled, **"REITERATION OF THE SUBMISSION OF THE DEPARTMENT'S UPDATED NATIONAL INVENTORY OF RECORDS TO THE NATIONAL ARCHIVES OF THE PHILIPPINES (NAP)"**, for the information and guidance of all concerned.
2. In this connection, all sections are hereby obliged to submit their Inventory of Records on or before **April 8, 2022**.
3. Please use the attached National Archives of the Philippines Form 1 (Records Inventory Form).
4. For details, please refer to the attached memorandum.
5. Immediate and widest dissemination of the contents of this Memorandum is directed.


AGUSTINES E. CEPE, CESO V
Schools Division Superintendent

AEC/cv/03-11-22





Republic of the Philippines
Department of Education

Administrative Service

AS-OD-MEMO-2022-001

February 22, 2022

FOR : **DR. ARTURO B. BAYOCOT**
Regional Director
Regional Office X

SCHOOLS DIVISION SUPERINTENDENTS CONCERNED

SUBJECT : **REITERATION OF THE SUBMISSION OF THE DEPARTMENT'S
UPDATED NATIONAL INVENTORY OF RECORDS TO THE
NATIONAL ARCHIVES OF THE PHILIPPINES (NAP)**

This refers to the letter dated January 2, 2022 of the Executive Director, National Archives of the Philippines (NAP), addressed to the Secretary of Education. The letter is about the status of the Department's compliance to the submission of the National Inventory of Records (NIRs) which, as per NAP, they have received only **121** out of the expected **245** inventories from the Department's Regional Offices (ROs), Schools Division Offices (SDOs), and attached agencies.

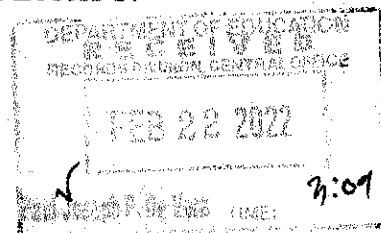
Our Department was provided with a listing of ROs and SDOs that have not submitted their respective NIRs. In addition, the Office of the Undersecretary for Administration issued its OUA Memorandum No. 00-0122-0096 dated January 6, 2022 enjoining all Field Office Units to conduct an inventory of records which would greatly help in the recovery and reporting of damaged records.

All Offices concerned, as found in the attached List, are requested to comply **not later than April 30, 2022** by submitting the updated inventory of records to NAP thru email address: rmsd@nationalarchives.gov.ph. They may also be contacted thru their office number at (02) 8521 3034 for appropriate assistance.

For any information and queries on this subject, please contact Ms. Rose Marie D. Moscoso or Ms. Alma D. Apanay of the Administrative Service-Records Division (AS-RD) through 0906 464 3647 and 0935 877 8396, respectively. Both personnel may also be reached through email address: as.rd@deped.gov.ph.

For your compliance.

ROBERT M. AGUSTIN
Director IV





NATIONAL ARCHIVES OF THE PHILIPPINES
Pambansang Sinupan ng Pilipinas

2 January 2022

HON. LEONOR M. BRIONES
Secretary
Department of Education

2.0 JAN 2022

26.01.2022

Dear Secretary Briones:

From the National Archives of the Philippines (NAP), Mabuhay!

We would like to respectfully follow up on the complete submission of the National Inventory of Records in your Department and attached agencies. Please be informed that until now we have not received all the agreed-upon submissions.

Based on your website listing, we are supposed to receive a total of 245 National Inventories from your Department's Regional Offices, Division Schools, and five (5) attached agencies. However, as of this date, we received only 121 inventories. Enclosed is the list of agencies that have not yet submitted again for your reference.

In connection with this, may we request for your updated inventories for these will serve in the updating of your agency's Records Disposition Schedule (RDS).

We look forward to a favorable response. Should you have other concerns, your colleagues may get in touch with Ms. Ehxia R. Dondonilla, Jose Domingo Barola and Ma. Patricia C. Suliba of the Records Management Services Division (RMSD) at 85213034 or through email rmsd@nationalarchives.gov.ph.

In the closing, please accept the assurances of our highest considerations and continuing esteem.

Thank you.

Very truly yours,

Victorino M. Manalo
VICTORINO MAPA MANALO
Executive Director

453702

FEB 02 2022

10:49

Department of Education

	Regions/Attached Agencies/Bureaus	Submissions based on the listing from website
1	DepEd Central Office	
2	Regional Office I	1
3	Ilocos Norte	1
4	Ilocos Sur	1
5	La Union	1
6	Pangasinan I	1
7	Pangasinan II	1
8	Alaminos City	1
9	Candon City	
10	Dagupan City	1
11	Laoag City	
12	San Carlos City	1
13	San Fernando City	1
14	Urdaneta City	1
15	Vigan City	1
16	Batac City	1
17	Regional Office II	1
18	Batanes	1
19	Cagayan	1
20	Isabela	1
21	Nueva Vizcaya	
22	Quirino	1
23	Cauayan City	1
24	Santiago City	
25	Tuguegarao City	
26	Iligan City	1
27	Regional III	1
28	Aurora	1
29	Bataan	
30	Bulacan	1
31	Nueva Ecija	1
32	Pampanga	1
33	Tarlac	1
34	Zambales	1
35	Angeles City	1
36	Balanga City	1
37	Cabanatuan City	1
38	Gapan City	1
39	Mabalacat City	
40	Malolos City	
41	Munoz City	
42	Diongapo City	
43	San Fernando City	
44	San Jose City	
45	San Jose del Monte City	
46	Tarlac City	
47	Meycauayan City	

48	Regional Office IV-A		1
49	Batangas		1
50	Cavite		1
51	Laguna		1
52	Quezon		1
53	Rizal		1
54	Antipolo City		1
55	Batangas City		1
56	Calamba City		1
57	Cavite City		1
58	Dasmariñas City		1
59	Lipa City		1
60	Lucena City		1
61	San Pablo City		1
62	Sta. Rosa City		1
63	Tanauan City		1
64	Tayabas City		1
65	Bacoor City		
66	Imus City		
67	Regional Office IV-B		
68	Marinduque		
69	Occidental Mindoro		
70	Oriental Mindoro		
71	Palawan		1
72	Romblon		
73	Puerto Princesa City		
74	Regional Office V		1
75	Albay		
76	Camarines Norte		1
77	Camarines Sur		1
78	Catanduanes		1
79	Masbate		1
80	Sorsogon		1
81	Iriga City		1
82	Legazpi City		1
83	Ligao City		1
84	Masbate City		1
85	Naga City		
86	Sorsogon City		
87	Tabaco City		
88	Regional Office VI		1
89	Aklan		1
90	Antique		
91	Capiz		1
92	Guimaras		1
93	Iloilo		1
94	Negros Occidental		
95	Bacolod City		1
96	Bago City		1
97	Cadiz City		1
			1

98	Esalante City	
99	Iloilo City	
100	Kabankalan City	1
101	La Carlota City	
102	Passi City	
103	Roxas City	
104	Sagay City	1
105	San Carlos City	1
106	Silay City	1
107	Regional Office VII	1
108	Bohol	1
109	Cebu	
110	Negros Oriental	
111	Siquijor	1
112	Dais City	
113	Bayawan City	1
114	Bogo City	
115	Carcar City	
116	Cebu City	1
117	Davao City	
118	Dornaguete City	1
119	Guihulngan City	
120	Lapu-Lapu City	
121	Mandaue City	
122	Naga City	
123	Tagbilaran City	
124	Talisay City	
125	Tanjay City	
126	Toledo City	
127	Regional Office VIII	
128	Biliran	
129	Eastern Samar	
130	Leyte	
131	Northern Samar	1
132	Samar (Western)	
133	Southern Leyte	
134	Dorongan City	
135	Calbayog City	
136	Catbalogan City	
137	Maasin City	1
138	Ormoc City	
139	Tacloban City	
140	Baybay City	
141	Regional Office IX	1
142	Zamboanga del Norte	
143	Zamboanga del Sur	1
144	Zamboanga Sibugay	1
145	Dapitan City	1
146	Isabela City	1
147	Pagadian City	1

148	Zamboanga City	
149	Regional Office X	1
150	Bukidnon	1
151	Camarines	1
152	Lanao del Norte	
153	Misamis Occidental	
154	Misamis Oriental	1
155	Cagayan de Oro City	1
156	Gingoog City	1
157	Iligan City	1
158	Oroquieta City	
159	Ozamis City	1
160	Tangub City	
161	Valencia City	
162	Regional Office XI	1
163	Compostella Valley	
164	Davao del Norte	
165	Davao del Sur	
166	Davao Oriental	
167	Davao City	
168	Digos City	1
169	Mati City	1
170	Panabo City	
171	Samal City	1
172	Tagum City	
173	Regional Office XII	1
174	Cotabato	
175	Sarangani	
176	South Cotabato	
177	Sultan Kudarat	
178	Cotabato City	
179	General Santos City	1
180	Kidapawan City	
181	Koronadal City	
182	Tacurong City	
183	Regional Office XIII (CARAGA)	
184	Agusan del Norte	
185	Agusan del Sur	1
186	Dinagat Island	1
187	Surigao del Norte	
188	Surigao del Sur	1
189	Bayugan City	1
190	Bislig City	
191	Butuan City	1
192	Cabadbaran City	1
193	Siargao	1
194	Surigao City	1
195	Tandag City	
196	Regional Office (CAR)	
197	Abra	

198	Apayao	
199	Benguet	1
200	Ifugao	1
201	Kalinga	1
202	Mt. Province	1
203	Baguio City	1
204	Tabuk City	
205	Regional Office NCR	
206	Calooran City	
207	Las Pinas City	
208	Makati City	
209	Malabon City	1
210	Mandaluyong City	1
211	Manila	
212	Mankina City	
213	Muntinlupa City	
214	Navotas City	1
215	Paranaque City	1
216	Pasay City	1
217	Pasig City	1
218	Quezon City	
219	San Juan City	
220	Taguig City-Pateros	1
221	Valenzuela City	1
222	Regional Office ARMM	1
223	Lanao del Sur I-A	
224	Lanao del Sur I-B	
225	Lanao del Sur II	
226	Maguindanao I	
227	Maguindanao II	
228	Sulu	
229	Tawi-Tawi	
230	Basilan	
231	Marawi City	
232	Lamitan City	
	Bureaus	
233	Bureau of Elementary Education	
234	Bureau of Secondary Education	
235	Bureau of Alternative Learning System	
236	Bureau of Education Assessment	
237	Health and Nutrition Center	
238	National Educators Academy of the Philippines	
239	Educational Development Projects	
240	Technical-Vocational Education Task Force	
	Attached Agencies	
241	Early Childhood Care and Development Council	
242	National Book Development Board	
243	National Council for Children's Television	
244	National Museum	
245	Angono	

246	Padre Burgos	
247	Kabayan	
248	Kiangan	
249	Magsingal	
250	Rolinao	
251	Palawan	
252	Butuan City	
253	Tobaco	
254	Cebu	
255	Fort Pilar	
256	Marinduque	
257	Jolo	
258	Philippine High School for the Arts	
	Total:	121

Schools (Total Submissions)

635

Sources:

- <http://www.gov.ph/directory/department-of-education/>
- <http://www.deped.gov.ph/contact/directory/regional-offices>
- <http://www.deped.gov.ph/attached-agencies>
- <http://nationalmuseum.gov.ph/nationalmuseumbeta/ASSMD/Argono.htm>



Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0122-0096
MEMORANDUM
06 January 2022

For: Regional Directors
Schools Division Superintendents
All Others Concerned

Subject: DISSEMINATION OF THE NATIONAL ARCHIVES OF THE PHILIPPINES (NAP) GUIDELINES ON RECORDS RECOVERY AND DISPOSAL MEASURES

As part of the response to the effects of Typhoon "Odette," specifically the destruction of the Department's official records, the Office of the Undersecretary for Administration (OUA) disseminates NAP Memorandum Circular No. 1, s. 2014 titled *Guidelines on Records Recovery and Disposal Measures*.

Please note that the NAP is ready to conduct post-disaster missions and/or workshops in the affected areas. It will assist agencies in protecting and salvaging their records and archives in times of calamities, emergencies and disasters. For this purpose, all concerned may contact the NAP Office through (02) 8574 3231 or email at nationalarchives@nationalarchives.gov.ph.

In reference to DepEd Memorandum No. 133, s. 2016 titled *National Inventory of Public Records*, the OUA also enjoins all concerned to conduct an inventory of records which would greatly help in the recovery and reporting of damaged records.

For more information and queries on this subject, please contact Ms. Rose Marie D. Moscoso and Ms. Alma D. Apanay of the Administrative Service-Records Division (AS-RD) through 0906 464 3647 and 0935 877 8396, respectively. Both personnel may also be reached through email at as.rd@deped.gov.ph.

For information and compliance.

ALAIN DELA PASCUA
Undersecretary



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Office of the Undersecretary for Administration (OUA)

Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRMMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)

Department of Education, Central Office, Meralco Avenue, Pasig City
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NATIONAL ARCHIVES OF THE PHILIPPINES <i>Pambansang Sinupan ng Pilipinas</i>		AGENCY ORGANIZATIONAL UNIT		TELEPHONE NO.:						
RECORDS INVENTORY AND APPRAISAL		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		DISPOSITION PROVISION
								Active	Storage	

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