



Republic of the Philippines
Department of Education
 REGION IX
 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

RECORDS SECTION
 DepED, Division of Zambo. Norte
 No: _____
 Date: JUL 16 2024 By: _____
RELEASED

Office of the Schools Division Superintendent

July 15, 2024

Division Memorandum
 No. 376, s. 2024

SUBMISSION OF ANNUAL INVENTORY OF RECORDS

To: Public Schools District Supervisors
 Elementary/Secondary School Principals/Heads
 This Division

1. This has reference to the Regional Memorandum No. 323, series of 2024 re: Synchronized Conduct of an Annual Inventory of Records within DepED, Region IX.
2. According to Section 15, Article III of Republic Act No. 9470 which states that "all agencies shall regularly conduct an inventory of their public records...", all records officers/records custodians shall conduct the Annual Inventory of Records that include all public records in their custody, and those transferred to the National Archives of the Philippines (NAP), if any.
3. In line with this, submission of the said reports shall be done by district and the deadline for the submission is on **July 30, 2024**. Hereto attached is the sample template.
4. Compliance with and wide dissemination of this Memorandum is directed.

ROY C. TUBALLA EMD, JD, CESO V
 Schools Division Superintendent

RECORDS/m/Annual Inventory of Records/DM-02-07152024



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 FB: DepEd Tayo- Schools Division of Zamboanga del Norte

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
cont. 135	REPORTS 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 <div style="background-color: #d4edda; padding: 2px;">SCHOOL MANAGEMENT</div> <i>Alternative Learning System</i>				
		PERMANENT			
		1 year		1 year	After consolidated in Annual Report
		PERMANENT			
		1 year		1 year	After consolidated in Annual Report
		3 years		3 years	
		PERMANENT			
		PERMANENT			
136	ACCREDITATION AND EQUIVALENCY TEST RESULTS	PERMANENT			
137	ANSWER SHEETS				
	Used	6 months		6 months	Provided results have been tabulated and kept permanently
	Unused	6 months		6 months	
138	ADMINISTRATIVE-BASED DATA (MIS)	PERMANENT			
139	ANNUAL ACTION PLANS	PERMANENT			
	Lists of Target Clients Target Areas				
140	CAPABILITY BUILDING PROFILES	PERMANENT			
141	PROJECT FILES	PERMANENT			
	Balik-Paaralan Para sa Out-of-School Adult (BP-OSA) Community Learning Center (CLC) Learning Support Delivery System (LSDS) Literacy Service Contracting Scheme				
142	TEST BOOKLETS	6 months		6 months	Retain atleast 2 sets provided the original is kept permanently in the diskette/cd
	Elementary Level Secondary Level				
	<i>Promotional Division (Elementary and Secondary Divisions)</i>				
143	ACHIEVEMENT TEST RESULTS	PERMANENT			
	Division Achievement Tests National Achievement Tests Elementary Secondary				

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	PERMANENT			
		1 year		1 year	

5. ITEM NO.	8. 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	
	School Level Records				
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)	P E R M A N E N T			
172	CONSOLIDATED DATA OF TEACHING/ NON-TEACHING PERSONNEL (Form 31)	5 years		5 years	After updated/superseded
173	COURSES OF STUDY / SYLLABI	P E R M A N E N T			
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			P E R M A N E N T P E R M A N E N T 2 years 2 years P E R M A N E N T 1 year 1 year	After superseded
178	LIBRARY FILES Accession Books (PF 146) Book Cards (PF 149) Borrower's Cards Catalogue Cards (PF 150)			P E R M A N E N T P E R M A N E N T 1 year 1 year P E R M A N E N T	After date of last entry
179	PERMITS Government Permits Government Recognitions Permits to Operate Permits to Study Tuition Fee Increases			P E R M A N E N T P E R M A N E N T 5 years 5 years 2 years 2 years 5 years 5 years	After expired After graduated
180	PROFILES Schools Socio-Economic of Pupils Students Teachers			P E R M A N E N T 5 years 5 years 5 years 5 years 5 years 10 years 15 years	After graduated After graduated After separated/retired
181	PROPOSED ORGANIZATION OF CLASSES DepEd-MTAP Quiz Bee Science Quiz	P E R M A N E N T			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	2 years		2 years	
	Principals				
	Monthly Enrollment (Form 2)	2 years		2 years	
	Narrative Reports of Department Heads	2 years		2 years	
	Number of Schools/Students/ Promotions (Summarized)	2 years		2 years	
	Performance Indicators (Yearly Report)				
	Physical Inventory Reports	2 years		2 years	
	Reports on Promotion				
	18-A Secondary Schools				
	18-E1 Primary Grades I-IV				
	18-E2 Intermediate Grades V-VI				
	School Fund/Financial Reports	5 years		5 years	
Summaries of Monthly Attendance (Form 7)	2 years		2 years		
Supervisory	2 years		2 years		
186	REQUESTS				
	Additional Courses	2 years		2 years	After acted upon
	Carry Overload				
	Inclusion in the Enrollment Lists				
	Summer Classes				
	Transfer				
187	SCHOOL CALENDARS	1 year		1 year	
188	SCHOOL REGISTERS (Form 1)				
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				Other copies, dispose after 1 year
194	YEAR BOOKS / ANNUAL BOOKS				

NATIONAL ARCHIVES OF THE PHILIPPINES		Agency: Department of Education				Organizational Unit:				Tel. No.:	
RECORDS INVENTORY AND APPRAISAL		Address:				Person In-Charge of Files:				Date Prepared:	
Records Series Title and 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 (Years)			Disposition Provision
								Active	Storage	Total	
		(or by									* If permanent, no retention period & disposition provision
		folders,									* If temporary, disposition provision is for disposal
		boxes,									
		bundles,									
		etc.									

Legend:

Time Value: **T** - Temporary **P** - Permanent
 Utility Value: **Adm** - Administrative **F** - Fiscal **L** - Legal **Arc** - Archival

Prepared by:

Noted:

Approved:

AO/ADAS

School Head/Principal

PSDS/PICD