



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

20 Nov 2025

DIVISION MEMORANDUM

OSDS-2025-177

REITERATION OF REGIONAL MEMORANDUM ASD-2025-058
(CONDUCT OF ANNUAL INVENTORY AND DISPOSAL OF RECORDS)

To: Assistant Schools Division Superintendent
Public Schools District Supervisors
School Heads of Implementing Units
All Others Concerned

1. Pursuant to the Regional Memorandum ASD-2025-058 titled **Conduct of Annual Inventory and Disposal of Records**, the Administrative Services – Records Unit requires all Implementing Unit (IU) schools to submit their duly accomplished National Archives of the Philippines (NAP) Form 1: Records Inventory Form and NAP Form 3: Request for Disposal Form to the Division Records Officer **on or before 28 November 2025**.
2. The above forms and a copy of the NAP guidelines can be accessed at <http://bit.ly/4ohbayl>.
3. For inquiries, contact Ms. Mary Ann P. Eugenio at maryann.eugenio001@deped.gov.ph or records.sarangani@deped.gov.ph.
4. For strict compliance of all concerned.

RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent

Encl.: N o n e

Reference: As stated

To be indicated in the Perpetual Index
under the following subjects:

COMMUNICATIONS

Irma May G. Dinasas/OSDS/MLA – reiteration of regional memorandum asd-2025-058
(conduct of annual inventory and disposal of records)
1188/November 20, 2025