



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

17 Aug 2026

DIVISION MEMORANDUM
OSDS-2026-080

**REITERATION OF REGIONAL MEMORANDUM ASD-2026-039
(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-2026-039 titled **“Conduct of Annual Inventory and Disposal of Records”**, the Administrative Services – Records Unit requires all Implementing Unit (IU) schools to participate in the orientation on the conduct of inventory and disposal of records on August 25, 2026, from 9:00AM to 12:00PM. Identified participants for the said orientation will be the School Head and One (1) Designated Records Officer per Implementing Unit. The meeting can be accessed through the link provided in the Regional Memorandum.
2. Likewise, 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 October 30, 2026**.
3. The above forms and a copy of the NAP guidelines can be accessed at <https://bit.ly/4cpa6p9>.
4. For inquiries, contact Ms. Mary Ann P. Eugenio at maryann.eugenio001@deped.gov.ph or records.sarangani@deped.gov.ph.
5. For strict compliance of all concerned.

RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent

Encl.: As stated
Reference: N o n e
To be indicated in the Perpetual Index



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under the following subjects:

SELECTION

Roel D. Balbareno/OSDS-PU/MPE – reiteration of regional memorandum asd-2025-039 (conduct of annual inventory and disposal of records)
0586/August 17, 2026



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10 Aug 2026

REGIONAL MEMORANDUM
ASD-2026-039

CONDUCT OF ANNUAL INVENTORY AND DISPOSAL OF RECORDS

To: Schools Division Superintendents
Secondary School Heads of Implementing Units
All FDDCs in DepEd SOCCSKSARGEN Office

1. Pursuant to RA 9470 otherwise known as the National Archives of the Philippines Act of 2007, the region, schools division offices and Implementing Units are hereby directed to conduct an **Annual Inventory and Disposal of Records** effective **August 25, 2026 to November 9, 2026**.

2. A virtual orientation regarding the activity will be conducted on **August 25, 2026** at 9:00 a.m.-12:00 p.m via MS Teams through this link: <https://bit.ly/2026RecordsDisposal>.

3. The objectives of the said activity are as follows:
a. Orient the participants regarding the annual inventory and disposal of records;
b. Discuss the process steps, protocols, NAP templates and timelines of the said tasks; and
c. Discuss how to determine documents and records for retention, archiving and disposal.

4. Identified participants for the said orientation are as follows:
➤ All FDDCs in the Regional Office
➤ Records Officer of the SDOs and 1 Support Staff
➤ School Heads and 1 Designated Records Officer per IU

5. The following tasks and timelines shall be observed by the participants:

Task	Timeline
Virtual orientation on the conduct of annual inventory and disposal of records and documents	August 25, 2026
Simultaneous follow-up of submission to RO FDs, SDOs and IUs while conducting annual inventory and disposal of records and documents	August 27, 2026 – November 8, 2026
Consolidation and submission of NAP Form 3 through mail/e-mail by the RO and respective SDOs	On or before November 9, 2026

6. During the implementation, SDOs and IUs are hereby directed to do the inventory of all records and documents existing in their office with retention period as per determined by the standard of the National Archives of the Philippines (NAP) using the NAP Form 1 (Records Inventory and Appraisal) and to submit the NAP Form 3 (Request for Authority to Dispose of Records).



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Enclosure 1 to Regional Memorandum ASD-2026-039

Indicative Schedule of Activities

Time	Activity	Persons Responsible
9:00-9:15 AM	Registration	Participants
9:16-9:45AM	Opening Program Government Employee's Prayer Recitation of DepEd quality policy statement, SOCCSKSARGEN Region Aspiration, Core Values and Quality Policy Welcome Remarks Message Statement of Purpose and Objectives	Kathrine H. Lotilla Director III Atty. Alberto T. Escobarte, CESO II Director IV Joseph Russel M. Farnazo CAO
9:46-10:30AM	Records Management and Inventory	Jessa Q. Carbajosa ADA VI- Records
10:31-11:25AM	Records Disposal	Jesse James O. Lamigo AO V- Records
11:26-11:45AM	Records Disposition Schedule & General Records Disposition Schedule	Jesse James O. Lamigo AO V- Records
11:46-12:00NN	OPEN FORUM	Jesse James O. Lamigo AO V- Records Jessa Q. Carbajosa ADA VI- Records



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Enclosure 2 to Regional Memorandum ASD-2026-039

Important Links

Title	Link
Meeting Link (Microsoft Teams)	https://bit.ly/2026RecordsDisposal
Submission of Reports (Google Drive Link)	https://bit.ly/2026NAPForm3



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