



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

May 21, 2026

DIVISION MEMORANDUM

No. 268, s. 2026

**ANNUAL INVENTORY OF RECORDS AND COMPLIANCE
WITH RECORDS MANAGEMENT POLICIES**

To: Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
Chief, School Governance and Operations Division
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads/Principals/TIC
OSDS Section Heads
All Others Concerned

1. Pursuant to Regional Memorandum No. 280, s. 2026 dated May 5, 2026, and in accordance with Section 15, Article III of Republic Act No. 9470, otherwise known as the National Archives of the Philippines Act of 2007, the Division Records Officer, Division/Section Heads, and all Designated School Records Custodians are hereby directed to conduct the Annual Inventory of Records in their respective offices, schools, units, and sections, effective immediately and until May 31, 2026.
2. The inventory shall cover all public records under their custody, including active, inactive, and transferred records, if applicable. The conduct of inventory shall follow the procedures prescribed under NAP Circular No. 4 and shall utilize NAP Form No. 1 (Inventory of Records and Appraisal).
3. All schools and offices shall submit a consolidated compliance report, together with the duly accomplished inventory forms, to the Records Section of this division on or before July 6, 2026.
4. To ensure accurate compliance, a virtual orientation will be conducted by the Division Records Officer. The specific date, link, and further details of the orientation shall be announced in a separate advisory.
5. Attached is a copy of NAP Form No. 1 along with an explanatory guide detailing its main parts to assist personnel in properly filling out the form.
6. For guidance and compliance.



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Schools Division Superintendent



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NATIONAL ARCHIVES OF THE PHILIPPINES
Pambansang Sinupan ng Pilipinas

RECORDS INVENTORY AND APPRAISAL

1. NAME OF OFFICE:

DEPARTMENT OF EDUCATION

6. ADDRESS:

2. DEPARTMENT/DIVISION:

3. SECTION/UNIT:

7. PERSON-IN-CHARGE OF FILES:

4. TELEPHONE NO.:

5. EMAIL ADDRESS.

8. DATE PREPARED

[illegible]

LEGEND:

TIME VALUE:

UTILITY VALUE:

T - Temporary

Adm - Administrative

P - Permanent

F - Fiscal

L - Legal

Arc - Archival

PREPARED BY:

ASSISTED BY:

APPROVED BY:

Name and Position

Name and Position

Name and Position

MAIN PARTS OF NAP FORM 1

1. NAME OF OFFICE

The complete name of the government agency or office that owns records

Example:

Department of Education- Division Office

2. DEPARTMENT / DIVISION

The specific division or department handling the records

Example:

Records Section

3. SECTION / UNIT

The smaller office or section where the files are kept

Example:

Records Unit

4. TELEPHONE NO.

Contact number of the office

5. EMAIL ADDRESS

Official email address of the office

6. ADDRESS

Physical address of the office

7. PERSON-IN-CHARGE OF FILES

Name of the records officer, custodian, or employee responsible for the files

8. DATE PREPARED

The date the form was completed

9. RECORDS SERIES TITLE AND DESCRIPTION

The name and explanation of the records

A "record series" means a group of related documents filed together

Example:

Certificates of Appearance

201 files

10. PERIOD COVERED/INCLUSIVE DATES

The years or dates covered by the records

Example: 2018-2023

11. VOLUME

Amount or size of the records

It can be measured by:

- folders, boxes, binders, or cubic meters

MAIN PARTS OF NAP FORM 1

12. RECORDS MEDIUM

The format of the records

Example:

- Paper, Digital, Microfilm or Photographs

13. RESTRICTION/S

Indicates if access to the records is limited

Example:

Confidential or Restricted or Public

14. LOCATION OF RECORDS

Where the files are physically stored

Example;

Records Room Cabinet 10

15. FREQUENCY OF USE

How often the records are used

Example:

Daily or Weekly or Rarely

16. DUPLICATION

Shows whether copies of the records already exist elsewhere

Example:

YES / NO

17. TIME VALUE (T/P)

Determines whether the records are:

T- Temporary - Records that can eventually be destroyed

P- Permanent - Records that must be preserved permanently because they have legal, historical, or archival value

18. UTILITY VALUE (ADM/F/L/ARC)

This explains why the records are important

ADM- Administrative Value - **needed for office operations**

F- Fiscal Value (related to money, budgeting, or accounting)

L- Legal value (Needed for legal evidence or compliance)

ARC- Archival value (Important for history or permanent preservation)

19. RETENTION PERIOD

How long the records must be kept

Usually divided into:

Active Period

Storage period

Total retention time

Example:

Active: 2 years

Storage: 3 years

Total: 5 years

20. DISPOSITION PROVISION

What should happen to the records after the retention period

Example:

Destroy

Transfer to archives

Preserve permanently