



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

Office of the Schools Division Superintendent

3 January 2023

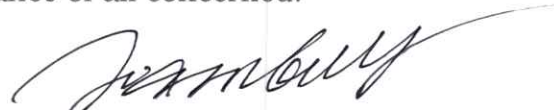
DIVISION MEMORANDUM

No. 01, s. 2023

SUBMISSION OF RECORDS FOR DISPOSAL

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Education Program Supervisors
OSDS Section Heads
All Others Concerned

1. Records disposition is a critical element of records management and is the final operational action taken in the records lifecycle. Disposition may include the destruction of records or the transfer of records to another entity (most commonly an archive) for permanent preservation. All records for disposal shall be governed by the approved DepEd Records Disposition Schedule to dispose or transfer records that are no longer needed in the office for current agency business.
2. In view of the foregoing, please comply with the attached Records Disposition Schedule Templates together with the documents (arranged according to year, time, and retention period) to AO Cynthia O. Dalman on or before February 15, 2023.
3. For information, guidance, and compliance of all concerned.


FELIX ROMY A. TRIAMBULO, CESO V
Schools Division Superintendent



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SAMPLE TEMPLATE

Division: Dapitan City
 Office: Budget

Address: Sunset Boulevard, Dawo, Dapitan City
 Date Submitted: _____

1. RECORDS SERIES TITLE AND DESCRIPTION	2. PERIOD COVERED/ INCLUSIVE DATES	3. VOLUME	4. RECORDS MEDIUM	5. RESTRICTION/S	6. TIME VALUE	7. RETENTION PERIOD	8. REMARKS
Agency Budget Matrices	2011-2021	7 folders	Paper Format	Open Access	Temporary	10 years	
General Appropriations Acts	2011-2021	10 folders	Hard Drive	Open Access	Temporary	10 years	
Registries of Allotment	2011-2021	14 folders	Paper Format	Restricted	Temporary	10 years	
Special Allotment Release Orders (SARO)	2011-2016	10 folders	DVD	Open Access	Permanent	5 years	
Sub-Allotment Release Orders (Sub-ARO)	2011-2016	10 folders	Paper Format	Restricted	Permanent	5 years	

Explanation:

- Records Series Title and Description ----- every title/page must be recorded
- Period Covered ----- it is recommended that you will record and group it by year by folder or sack or carton
- Volume ----- VHS, DVD, hard drive, cloud storage, solid state, digital, paper format, flash memory technology, or any other electronic medium.
- Records Medium ----- Open access or Restricted
- Restrictions ----- Permanent or Temporary (pls refer to Records Disposition Schedule)
- Time Value ----- pls refer to Records Disposition Schedule (RDS)
- Retention Period -----

Note: Kindly put in one sack or carton or any records medium according to year, time value and retention period



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