

DM - 2023-01-008
DEPED MALAYBALAY CITY DIVIS
RELEASE
JAMTEI 9 2023 me: 10:20
By:

Department of Education

REGION X- NORTHERN MINDANAO DIVISION OF MALAYBALAY CITY

DIVISION MEMORANDUM

No. 008, s. 2023

TO:

Asst. Schools Division Superintendent

Chief Education Supervisors and Staff (CID and SGOD)

OSDS Unit Heads

Public Elementary and Secondary School Heads

School Administrative Officers II School Registrar/Records In-charge

This Division

FROM:

VICTORIA V. GAZO, Ph.D., CESO V

Schools Division Superintendent

DATE:

January 6, 2043

SUBJECT:

ANNUAL INVENTORY AND APPRAISAL OF RECORDS

- 1. The Department of Education, Records Division, annually conduct Records Inventory and Appraisal in compliance to RA 9470 (National Archives of the Philippines Act of 2007). In view thereof, this Office, through the Records Unit will conduct *Records Inventory and Appraisal* as of December 31, 2022.
- 2. Records inventory and appraisal are conducted to identify, locate, and determine the volume, age and value of agency records which will be vital factors in their final disposition.
- 3. All concerned are instructed to accomplish the attached *NAP Form 1: Records Inventory and Appraisal*. QMS records reflected in the Quality Records Matrix kept by each section/unit in the Division Office shall also be reflected in NAP Form 1. QMS Deputy Records Controllers are requested to facilitate the conduct of inventory in their respective divisions and shall prepare a consolidated report. Deadline for submission of NAP Form 1 to the Records Unit of this Office is on or before February 17, 2023.
- 4. Retention periods of records are indicated in the enclosed *DepED General Records Disposition Schedule (GRDS)* and *NAP GRDS* common to all government offices.
- 5. Queries relative to this can be relayed to Florabelle R. Porras, AO-IV of the Records Unit.

Enclosures: NAP Form 1

DepEd GRDS, NAP GRDS Volume of Records formula



Purok 6, Casisang, Malaybalay City Telefax (088) 314-0094

Email: malaybalay.city@deped.gov.ph

NAP Form No. 1

NATIONAL ARCHIVES OF THE PHILIPPINES Pambansang Sinupan ng Pilipinas RECORDS INVENTORY AND APPRAISAL		AGENCY		ORGANIZATIONAL UNIT					TELEPHONE NO.		
		ADDRESS	IDORESS			PERSON-IN-CHARGE OF FILES				DATE PREPARED	
RECORDS SERIES TITLE & DESCRIPTION	PERIOD COVERED	VOLUME IN CUBIC METER	LOCATION OF RECORDS	FREQUENCY OF USE	DUPLICATION	TIME VALUE	UTILITY VALUE Adm / F / L / Arc	Active	TENTION PE	Total	DISPOSITION PROVISION
see attached DepEd & NAP GRDS for reference		see attached sample	office area- shelf, cabinet or storage room- shelf, box	r ·	name of office within SDO/ School where duplicate of record is also kept	tempora ry or perman ent (refer to RDS)	administrative thelp agency perform us current work), fiscal (financial trasaction oblig attons of agency), legal (evidence of legally enforceable rights & obligations of gov't) or archival (reflect historical event, policies that could be used as basis of research)	refer to RDS	refer to RDS	refer to RDS	refer to RDS
LEGEND: TIME VALUE: T - Temp UTILITY VALUE: Adm - Ad	orary Iministrative	P - Permanent F - Fiscal		L - Legał	Arc - Archivei						
PREPARED BY:			Reviewed by:					Approve	l by:		
Name and Positio				Division Chief		-			School	ls Division	Superintendent

NATIONAL ARCHIVES OF THE PHILIPPINES Pambansang Sinupan ng Pilipinas			AGENCY NAME:		
REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS			ADDRRESS:		
DATE:		TELEPHONE NUMB	ER:	EMAIL AD	DDRESS:
ITEM NO.	RECORDS SERIES TITLE AN	D DESCRIPTION	PERIOD C	COVERED	RETENTION PERIOD AND PROVISION/S COMPLIED (If Any)
			:	3	
			<u> </u>		
LOCATIO	N OF RECORDS:		VOLUME	IN CUBIC I	METERS:
PREPARI	ED BY: (Name and Signature)		POSITION	N;	
CEBTIEIE	D AND APPROVED BY:				
CEKTIFIE			records are	no longer n	needed and not involved nor
<u>{</u>					ure of Agency Head ed Representative

NATIONAL ARCHIVES OF THE PHILIPTINES Pembersing Sinupan ng Plipines

GENERAL RECORDS DISPOSITION SCHEDULE common to all Government Agencies Series 2009

	30106 2000	
11100 14.000000	PECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
	ACMINISTRATIVE and MANAGEMENT RECORDS	
1	Acknowledgment Receipts	To be filed with appropriate records series
2	Brochures/Leefists/Phampists (About or by the agency)	1 year provided 1 copy is retained for
3	Celenders/Schedules of Activities or Events	reference 1 year
4	Certificates of Appearance/Clearances	1 year
5	Cartifications	1 year
6	Charts Functional Organizational	PERMANENT
7	Correspondences Non-routine Routine	To be filed with appropriate records series 2 years after acted upon
8	Delivery Receipts	2 years
•	Directories of Employees/Officiale	2 years after superseded
10	Feesibility Studies	PERMANENT If implemented, otherwise dispose after 5 years from date of record
11	Geto Passes	5 months
12	inquities	2 years after acted upon
15	leavenous leaved by or for the head of agency documenting policies/functions/ programs of the agency	PERMANENT
	leaved by or for the head of agency reflecting realinery information or instruction	2 years after supercoded
14	Liets Associations Convenitiess Cooperatives	1 year after updated

ITEM NUMBER	RECORDS SERIES TITLE AND DESCRIPTION .	AUTHORIZED RETENTION PERIOD
cont. 14	Lists	1 year after updated
j	Donors	
Ì	Mailing	
	Transmittal	To be filed with appropriate records series
	Others	
15	Logbooks	reservation of the second of t
	Incoming/Outgoing Correspondences Visitors	2 years after date of lest entry
1	Ordinary	2 years after date of last entry
	VIP	PERMANENT
	Others	2 years after date of last entry
16	Morusis	PERMANENT
		r Erosactivi
17	Meetings/Proceedings Files	
	Agenda	1 year
i	Mirrates	!
	Board/Executive Committee Staff	PERMANENT
	Notices	1 year
	140000	1 year
18	Official Gazettas	PERMANENT
19	Permits	1 year after renewed/expired
20	Plans	
	Action/Work	3 years after implemented
	Others	PERMANENT if Implemented, otherwise
		dispose 5 years from date of record
21	Press Releases (About or by the agency)	PERMANENT
22	Programs	
	Work	3 years
	Others	Derma Annual III III
	V	PERMANENT if implemented, otherwise dispose 5 years from date of record
23	Proposals	PERMANENT if implemented, otherwise
		dispose 5 years from date of record
24	Publications (Record Set)	
	· monocontro fuesting seri-	PERMANENT
25	Reorganization Records	PERMANENT
28	Reports	
Į	Annual/Special	PERMANENT
	Others	2 years after incorporated in the Annual Report

ITEM NUMBER	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
27	Requests	
•		2 years after acted upon
26	Slipe	1 year
	Locator	ļ ·
	Permission	
	Routing	
29	Speeches (Record Set)	PERMANENT
30	Standard Operating Procedures (SOP)	PERMANENT
31	Telegrams	1 yeer after acted upon
32	Trip Tickets	1 year
	BUDGET RECORDS	
33	Allotment Files	
	Advices of Allotment (AA)	3 years
	Agency Budget Matrices	3 years
	Allokment Release Orders	3 years
	General (GARO)	•
l	Special (SARO)	
	Obligation Request/Silps (ALOBS)	3 years
	Plen of Work and Requests for Allotment	3 years
	Registries of Allotment & Obligations (RAO)	10 years
i	Capital Outley (RAOCO) Financial Expenses (RAOFE)	
	Maintenance & Other Operating	
	Expenses (RAOMO)	
	Personal Services (RAOPS)	
j	Requests for Obligation of Allotment (ROA)	3 years
i	Statements of Allotment, Obligations &	3 years
ŀ	Betances (SAOB)	-,
	Statements of Appropriations, Allotment &	3 years
	Advice (SAAA)	
34	Annual Budgets	3 years
35	Budget Estimates Including Analysis Sheets	3,
- -	end Estimates of Income	3 years
36	Budget Expenditures	5 years
	Programs	-,
	Sources of Financing	
37	Budget lesuances (Those used as authority	40
	for agency transactions)	10 years
38	Budget Sheet Analysis	3 years

FTEM HUMBER	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
39	Budgetary Cellings	3 years
40	Cash Allocation Callings/Notices of Cash Allocation	3 years
41	Certifications of Funds Availability	1 year
42	General Appropriations Acts	3 years
43	Organizational Performance Indicator Framework (OPIF)	Parmanent
44	Physical Reports of Operations	3 years
45	Special/Supplemental Budgets	3 years
46	Work and Financial Plans	3 years
:	FINANCIAL AND ACCOUNTING RECORDS	
47	Abstracts Daily Collections Deposits and Trust Funds General Collections Sub-Vouchers	5 years 5 years 5 years 2 years
48	Advices Checks leaved & Cancelled Remittence	4 years 10 years
49	Annual Statements of Accounts Payable	PERMANENT
50	Auditor's Contract Cards	3 years
51	Authorities for Allowances	2 years ofter terminated
52	Authorizations Overtime Purchase of Equipment/Property Transfer of Fund Travel Others	1 yeer after expired
53	Bank Slips Deposits Remittences	10 years
54	Silie	10 years after settled
		

(TEN MUNICER	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
55	Bonding Files	
	Action	3 years
	Applications/Requests	3 years
	Fidelity/Surety Bond	5 years after expired/terminated
	indemnity for leave of Due Warrant	3 years
56	Books of Finel Entry	PERMANENT
	General Ledgere	
	Subsidiary Ledgers	
57	Books of Original Entry	PERMANENT
	Cash Disbursement Journals	
	Cook Journals	
	Cosh Receipts Journals	1
	Check Disburgement Journals	-
	General Journals	Į.
	Journals of Analysis of Obligation	
	Journals of Bill Rendered	j
	Journals of Chack leaved	
	Journals of Collection and Deposit	
	Journals of Disburgament by Disburging	
]	Officer	
58	Cash Flow Charte	PERMANENT
50	Certificates	
~	Selfement and Belances	40 years are dead over a walked form.
1 1		10 years provided post-audited, finally
	Shortages	settled and not involved in any case
	CHAN THE STATE OF	10 years after settled
60	Claims	10 years after settled
l [Insurance	ł
	Health Senells	1
	Hospital	
81	Checks and Check Stubs	10 years provided post-sudited, finally
}		•
		settled and not involved in any case
62	Delly Cash Flow	3 years
63	Delly Statement of Collections	5 years
64	Expense Ledgers	PERMANENT
85	Financial Statements	PERMANENT
	Balance Sheets	1
	Income Statements	
!	Statements of Cash Flows (Annual)	
l	Statements of Operation	

ITEM HUMBER	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
66	Indices of Payments	
- 1	Creditors	5 years
- 1	Employees	15 years after retired/separated
	Sundry Payments by Checks/Warrents	PERMANENT
67	Journal Entry Vouchers	12 years provided poet-audited, finally settled and not involved in any case
58	Lists of Remittances Loans Premiums	PERMANENT
60	Logbooks of General Funds	3 years after date of last entry
70	Monthly Settlements of Monthly Subsidiery Ledger Belence	2 years
71	Notices Disafformances Suspensions	3 years after settled
72	Official Cash Books	PERMANENT
73	Official Costs Books for Bank Costs Book	PERMANENT
74	Official Receipts	10 years provided post-audited, finally settled and not involved in any case
75	Orders of Payment	10 years
76	Payrolla	10 years provided post-audited, finally settled and not involved in any case
77	Payroll Payment Slips/Pay Slips	10 years
78	Quarterly Statements of Charges to Accounts Payable	10 years
79	Registry Books of Checks Released	PERMANENT
80	Registers Checks/Warrants Checks/Warrants Control	PERMANENT
81	Reliefs from Accountability Decisions Requests	10 years provided a copy is filed with 201 files
82	Reports	
	Accountabilities for Accountable Forms	3 years after cash had been examined
	Cash Disbursements Cash Examinations	10 years 3 years provided post-audited, finally settled and not involved in any case

ITEM NUMBER	RECORDS SERVES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
copt. 82	Reports	
	Collecting & Disbursing Officers	10 years provided post-audited, finally
	Checks issued & Cancelled	settled and not involved in any case
	Collections & Deposits	second and not exacts and in such case
	Distracements	
	Delly Cash Reports	3 years
	Liquidations	10 years
	Monthly Income	10 years
1	Overdrafts and Misuse of Trust Funds	S years after case had been sellled or terminated
	Petry Cash Replanishments	10 years provided post-audited, finally settled and not involved in any case
83	Schedules of Accounts Receivables	3 years
84	Statements	
	Accounts	1
	Current	3 years
i	Pteyable	10 years
1	Receivable	PERMANENT
- 1	Common Funds	10 years
	Financial Conditions	10 years
1	Profits and Losses	PERMANENT
ļ	Reconciliations	10 years
85	Summeries of Unliquidated Obligations and Accounts Payable	10 years
86	Sundry Payments	10 years
87	Tressury Checking Accounts of Agency (TCAA)	10 years
88	Treasury Drafts	10 years
80	Treesury Warrants	10 years provided post-audited, finally settled and not involved in any case
90	Trial Balances and Supporting Schedules	
	Cumulative Results of Operations-Unappropriated	PERMANENT
- 1	Final Annual Trial Balances	
	Accounting's Copy	10 years after Annual Financial Report hed been published
	Auditor's Copy	PERMANENT
	Regional Office Copy	10 years after Annual Financial Report had been published
	Monthly/Quarterly Trial Balances	2 years after consolidated in the Annual Financial Report
	Preliminary Trial Salances	
	Accounting's Copy	10 years after Annual Financial Report had been published
i	Auditor's Copy	PERMANENT
	Regional Office"s Copy	10 years after Annual Financial Report had been published

FT SHE MARKETER	RECORDS SERVES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PENICO
91	Vouchers, including Bills, involces & Other Supporting Documents Disburgements Journals Putly Cosh Reimburgement Expense Receipts Travelling Expenses	10 years provided post-excited, finally settled and not involved in any case for COA & Accounting Office/Department Division/Section/Linit. All other copies dispose after 1 year.
92	Witholding Tex Certificates HEMANI RESIDURGE PROGRAMS. MANAGEMENT RECORDS	4 years after superceded
9 3	Annual Summary Reports for Replacement Program for Non-Eligibles	5 years
94	Applications Employment Leave of Absence and Supporting Documents Relief of Accountability Refirement/Resignation	t year 1 year after recorded in the leave cards 5 years after expersion/relived 1 year
95	Attendance Monitoring Sheets	1 year
96	Authorities/Requests to Creats or FIII Vecent Positions	2 years after vecant positions had been filled up
97	Certifications Employment Residency Service Others	1 year
90	Comparative Date Metrix of Employees	2 years
99	Delly Time Records	1 year after data had been posted in leave cards and post-audited
100	Employee Interview Records	1 year
101	Handwriting Specimena/Signature	PERMANENT
102	Job Order Employment Contracts	5 years ofter terminated
103	Leave Credit Cards	15 years efter separated/redred
104	Lists of Eligibles/Non-Eligibles	1 year after updated
105	Logbooks Arrival & Departure of Employees Attendance	2 years after date of last entry 1 year provided leave and underlines are posted in the leave card
;	Clearances leaved	2 years after date of test entry

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NUMBER	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
108	Medical Certificates in Support of Absence on Account of Bress/Materialy	3 years after absences had been
	•	recorded in leave cords
107	Membership Files GSIS	15 years offer separated/retired
	Pag-Ibig	
	Phill-teath	
108	Merit Promotion Plans	1 year after supercoded
100	Performence Files	
}	Appreiesi	1 year
	Evaluation	1 year
į	Rating Cards	5 years
	Target Worksheets	1 yeer
110	Permissions to Engage in Business/Private Practice/Teach	2 years efter expired
111	Personal Data Shoots (Curriculum Viteo/Resume)	1 year after superseded
112	Personnel Folders (201 Files)	15 years after separated/retired
1	Appointments	
	Acceptance of Resignation	1
•	Approval of Refrement	į
į	Amerds	1
	Benefit/Grabity	Į.
ĺ	Certificates	1
1	Eighilly	1
	Rural Service]
	Training/Serriner Attended	
	Change of Martial Status/Name	
1	Clearance (lutest) Designations/Dataille	
	Oaths of Office]
	Personal Date Shoet Selecti]
i	Position Descriptions	1
	Reinstalamente	
	Service Records (updated)	
	Statements of Duties and Responsibilities	
113	Plentilla of Personnel	PERMANENT white other copies dispose effer 3 years
114	Position Allocation Lists	3 years
115	Position Classifications and Pay Plans	5 years after superseded
116	Recommendations/Referrate	1 yeer after acted upon

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ITEM NUMBER	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
117	Reports	
İ	Examinations	2 years
Ì	Personnet Actions	PERMANENT
118	Requests	1 year after acted upon/cleared
	Accumulated Leave Credite	
	Approval on Promotions	
	Bonding Officials/Employees	
	Changes of Status	
1	Reinstatements	
]	Transfers	
119	Salary Standardization Records	5 years after superceded
120	Staffing Patterns	PERMANENT
	•	1 Literate Carlo
121	Service Cards	PERMANENT
122	Statements of Assets and Liabilities	10 years
	LEGAL RECORDS	
123	Administrative Cases	7 years after finally settled except Decisions which are Permanent
124	Afficients	1 year after purpose had been served
125	Articles of Incorporation/By-Laws	PERMANENT
126	Complaints/Protests	5 years after settled
127	Contracts	5 years after renewed/terminated and/or finally settled
128	Decisions	PERMANENT
129	Deads	PERMANENT
	Donation	·
ì	Sele	
130	Legel Opiniona	PERMANENT
131	Memoranda of Agreement/Understanding	PERMANENT
132	Petitions	5 years after settled
133	Resolutions	PERMANENT
134	Special Powers of Attorney	1 year after purpose had been served
	-	

ITEM NUMBER	RECORDS SEMINS TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
136	Subpoenes Ad Testificandum Duces Tecum	3 years or to be filed with appropriate case
	PROCLIMENT AND SUPPLY RECORDS	
136	Advantedgment Receipts for Equipment (ARE)/ Memorandum Receipts of Equipment (MRE), Semi-Expendable and Non-Expendable Properties	1 year after equipment had been returned
137	Annual Procurements Plens Programs	S years
138	Bids and Awards Committee Files Abstracts Invitations Minutes Pre-Post Qualifications Publications Resolutions	5 years after contract of winner had been terminated/eatiled, others dispose after 1 year
139	Bills of Lading	2 years after delivery had been accepted
140	Bin Carde/Stock Cards on Supplies	3 years after dute of last entry
141	Canvass of Prices	10 yeers if attached to vouchers, otherwise, dispose after 2 years
142	Equipment Ledger Cards	2 years after equipment had been disposed
143	Inventory and Inspection Reports of Unserviceable Properties	1 year after properly had been disposed
144	Inventories of Equipment/Supplies	1 year after updeted
145	Inventory Tag Cards	1 year after updated
146	Invoices / Receipts Accountable Forms Properties/Transfer of Properties	3 years after issuance of clearance had been terminated/after property had been returned
147	Invoices of Delivery on Supply Open-End Order Contracts	5 years
148	Job Orders	1 year
149	Liete of Supplies Under Supply Open-End	5 years
150	Monthly Reports of Supplies and Metertals leaved	1 year

ITEM NUMBER	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
151	Property Cards	PERMANENT
152	Purchase Orders	4 years
163	Purchase Requests	1 year
154	Queries on Priote of Articles, Additional Funds to Meet Quotations	1 year
156	Reports of Waste Materials	2 years
158	Requisition and issue Silps/Requisition issue Vouchers	1 year or file with appropriate records series
157	Shipping and Pecking Lists on Items Purchased	1 year
158	Suppliers Identification Certificates with Procurement	2 years after renewed
150	Supplies Adjustment Sheets	1 year ofter post-audited
160	Supplies Availability inquiries	1 year
161	Supplies Ledger Cards	5 years
162	Supplies Purchase Journals	5 years
	TRAMMS RECORDS	
183	Celendars	1 year after superseded
164	Course Designs/Outlines/Sylabi	1 year after superseded
165	Mesteriets Participants Seminars Conducted/Coordinated	PERMANENT
186	Resource Speaker Profiles	1 year after superceded
167	Schedules of Training/Berniner	1 year after superseded
106	Survey Evaluation Questionnaires	f year after data had been evaluated
169	Training Handouts	1 year after supermeded
170	Training Programs/Plans	3 years after superceded
171	Training Reports	2 years
172	Workshop Results	1 year



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1. AGENCY MARKE NATIONAL ARCHIVES OF THE PHILIPPINES Pambansang Sinupan ng Pilipinas DEPARTMENT OF EDUCATION RECORDS DISPOSITION SCHEDULE 2. ADORESS: SCHEDULE NO L DATE PREPARED: 7. RETENTION PERSON A ITEM NO. · A. RECORD SERIES TITLE AND BESCRIPTION 8. REMARKS Active Storage Total ADMINISTRATION & MANAGEMENT 1 ACKNOWLEDGMENT LETTERS / To be filed with appropriate **RECEIPTS** record series 2 ATHLETICS/SPORTS FILES 1 year 1 year After graduated Athletes' Profiles Letters/Endorsements Results Souvenir Programs 3 **AUTHORITIES TO TRAVEL** 2 years 2 years **Employees** Officials Teachers/Principals/Asst, School Division SuperIntendents / Division Superintendents AWARDS AND COMMENDATIONS 4 PERMANENT 5 BOARD / COUNCIL FILES PERMANENT Memoranda Original Letters Reports Resolutions 6 CALAMITY RECORDS 2 years 2 years 7 CERTIFICATES OF APPEARANCE 1 year 1 year 6 CERTIFICATIONS 1 year 1 year Certifications, Authentications and Verifications (CAV) Certificates of Graduation Diplomas Student Report Cards (Form 137) Special Orders **Employment and Salary** Enrollment Good Moral Character (Issued by the Superintendents)

IMPORTANT: Pursuant to Section 18, Article III, RA 9470 s. 2007. "No government department, bureau, agency and instrumentality shall dispose of, destroy or authorize the disposal or destruction of any public records, which are in the custody or under its control except with the prior written authority of the executive director."

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S. ITEM NO.	IL RECORD SERIES TITLE AND DESCRIPTION	7. PE	TEHTION PE	(100E)	P. 0-Co Dane	
	THE OWN SENSES THE PART DESCRIPTION	Adding	Stange	Yested	D. REMARKS	
9	CHARTS Organizational/Functional Process Flow	PE	RMANE	NT		
10	CLEARANCES Students/Teachers/Employees Tuiton Fees	1 year		1 year		
11	CREATION OF DIVISION AND DISTRICT OFFICE RECORDS	PE	RMANE	NT		
12	COMMITTEE FILES Investigating Task Force	PE	RMANE	N T		
13	COMMUNICATIONS/CORRESPONDENCES Non-Routine				To be filed with appropriate	
	Routine	2 years		2 years	records series After acted upon	
14	DIRECTIVES / ISSUANCES leased by the Head of Agency documenting policies, procedures, standards, rules and regulations, programs of the agency	PE	RMANE	NT		
	Issued by the Head of Agency reflecting routinery information	2 years		2 years	After superseded	
15	DIRECTORIES OF PERSONNEL! SCHOOL OFFICIALS Advisories Bulletins Circulers	2 years		2 years	After superseded	
16	INQUIRIES / QUERIES Non-Rauline				To be filed with appropriate	
ĺ	Routine	2 years		2 years	records series After acted upon	
17	LISTS Monumenta/Strines (National) Officials (Local/National)	1 year		1 year	After updated	
15	MARIALS	PE	Rmane	NT		
19	MEETING FILES (Execom/ManCom) Committee Reports Minutes of Meetings Policies Resolutions Other Related Documents	PE	RMANE	NT		
20	MESSAGES / SPEECHES	ÞE	RMANE	l i		

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S. ITEM NO.	S. RECORD BRINES TITLE AND DESCRIPTION	7. Re Activo	TENTION P	Total	t Senanu
21	PROGRAMS / PROJECTS (Papers including background materials, studies, analyses, notes, rough drafts, interim reports and related papers to management programs/projects)	PE	RMANS	NT	If implemented, otherwise, dispose after 5 years from date of record
22	PUBLICATIONS (Created by DepEd) Adverteements Advectes Books Journals Newsletters Press Releases	PE	RMAN (*T	Records Set
23	SEMINAR / WORKSHOP / CONVENTION INVITATIONS	1 year		1 year	
24	SOLICITATIONS	1 year		1 year	
25	SPECIMEN SIGNATURES	PE	 RMANE	NT	
26	TRAVEL / VISIT FILES Foreign Local	1 yeer		1 year	
	General Services				
27	FUEL CONSUMPTION REPORTS	1 year		1 year	
28	JOB ORDERS	1 year		1 year	
29	STATEMENTS OF ACCOUNTS/GILLS (PASS, PLDT, Electric, Water)	5 yeers		5 years	After settled
30 ·	TRIP TICKETS	1 year		1 year	
31	UTILITIES AND SERVICES RECORDS	1 year		1 year	
32	VEHICLE INSURANCE AND REGISTRATIONS	1 year		1 year	After renawed
33	VEHICLE MAINTENANCE AND OPERATIONS RECORDS	1 year		1 year	
	Procurement Service and SupplyProperty Records				
34	ACKNOWLEDGMENT RECEIPTS OF EQUIPMENT (ARE) / MEMORANDUM RECEIPTS OF EQUIPMENT (MRE), SEMI-EXPENDABLE AND NON- EXPENDABLE PROPERTIES	1 year		1 year	After equipment had been returned
35	ANNUAL PROCUREMENT PROGRAMS	3 years	1	3 years	



E. RECORD SERIES TITLE AND DESCRIPTION SEVENTORIES AND INSPECTION REPORTS OF UNSERVICEABLE PROPERTIES INVENTORIES OF SUPPLIES AND PROPERTIES/FIXTURES LEDGER CARDS Equipment Supplies PROCUREMENT FILES Abstracts Bids / Canvasses Evaluations of Quotations Bid Evaluations of Quotations Contracts Invitations to Bid Minutes of Pre-Bid Conference Modes of Processes Modes of Process Invitations to Bid Minutes of Process Address of Process Transport of Wark Processes Processes	Anthro	Stange Stange Sympas	1 years 2 years 5 years 10 years	After property has been returned After updated After updated After equipment had been disposed Provided project is completed and settled
INVENTORIES OF SUPPLIES AND PROPERTIES/FIXTURES LEDGER CARDS Equipment Supplies PROCUREMENT FILES Abstracts Bids / Canvasses Evaluations of Quotations Bid Evaluations Contracts Invalidations to Bid Minutes of Pre-Bid Conference Modes of Pre-Bid Conference	2 years 5 years 5 years		1 years 2 years 5 years	After updated After equipment had been dispose Provided project is complete.
LEDGER CARDS Equipment Supplies PROCUREMENT FILES Abstracts Bids / Canvasses Evaluations of Quotations Bid Evaluations Contracts Invatations to Bid Minutes of Pre-Bid Conference Modes of Recourament (Resolution) National Conference Modes of Processes Processes Processes Processes Processes	2 years 5 years 5 years	5 yeers	2 years 5 years	After updated After equipment had been dispose Provided project is complete.
LEDGER CARDS Equipment Supplies PROCUREMENT FILES Abstracts Bids / Canvasses Evaluations of Quotations Bid Evaluations Contracts Invitations to Bid Minutes of Pre-Bid Conference Modes of Pre-Bid Conference Modes of Processes Matthia & Process Matthia & Process Minutes of Process Matthia & Process Minutes of Process Matthia & Process Minutes of Minutes	5 years	5 yeers	2 years 5 years	After equipment had been dispositely provided project is completed
Equipment Supplies PROCUREMENT FILES Abstracts Bids / Canvasses Evaluations of Quotations Bid Evaluations Contracts Invitations to Skd Minutes of Pre-Bid Conference Modes of Recoursement (Resolution) National of Process	5 years	5 yeers	5 years	Provided project is complete:
Supplies PROCUREMENT FILES Abstracts Bids / Canvasses Evaluations of Quotations Bid Evaluations Contracts Invitations to Bid Minutes of Pre-Bid Conference Modes of Recourament (Resolution) Indicate of Processes Processes to Processes	5 years	5 yeers	5 years	Provided project is complete
Abstracts Bids / Convesses Evaluations of Quotations Bid Evaluations of Quotations Contracts Invitations to Bid Minutes of Pre-Bid Conference Modes of Pre-Bid Conference Modes of Process Matthia of Manager Matthia of Process Processes of Minutes of Process Processes of Minutes	5 years	5 years	5 years	Provided project is complete
Abstracts Bids / Canvasses Evaluations of Quotations Bid Evaluations Contracts Invitations to Bid Minutes of Pre-Bid Conference Modes of Pre-Bid Conference Modes of Processes (Passadion) Modes of Processes of Modes Processes of Modes Processes of Modes		5 years		Provided project is complete and settled
Bids / Canvasses Evaluations of Quotations Bid Evaluations Contracts Invitations to Bid Minutes of Pre-Bid Conference Modes of Recoverement (Resolution) National of Journal Processor of Wines		5 years	10 years	Provided project is complete and settled
Evaluations of Quotations Bid Evaluations Contracts Invitations to Bid Minutes of Pre-Bid Conference Modes of Recoverement (Resolution) Matrix of Juvens Processes to Processes				and selled
Ed Evaluations Contracts Invitations to Bid Minutes of Pre-Bid Conference Modes of Recomment (Resolution) Political to Processe Processes to Processe	· · · · · · · · · · · · · · · · · · ·			
Contracts Invitations to Bid Minutes of Pre-Bid Conference Modes of Procurement (Researching) Making of Joseph	- 1 - 1 - 1 1			
Minutes of Pre-Bid Conference Modes of Procurement (Resolution) Medicine of Proceed Procurement of Minutes	* • • • •		j	
Modes of Processor (Resolution)				
House of Proceed		: 1		
Programs of Work		· · ·		
Programme of Work			i	
			er Orași Mari	etteramen. Maria etteramen etter
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PERSONAL TO AMERICA	. r	- 1	· · · Ì	
Alternative Modes of Procurement	į		1	
Award Shopping and other modes of procurement and other perthent official and other perthent				
ROPERTY INVENTORIES Buildings Equipmant	1 year		1 year	After updated
URCHASE ORDERS	4 years		4 years	
URCHASE REQUESTS	1 year		1 year	
EPORTS		1	}	
	PE	RMANE	NT	
		1	2 years	
	1 year		, hea.	After property has been returned
EQUISITION AND ISSUE SLIPS (RIS)	1 year		1 year	
RANSFERS WITHOUT COST	PE	RMANE	NT	
FRANCE MANAGEMENT				
ERTIFICATIONS Last Payments Lost Checks	3 year		1 year	
	COPERTY INVENTORIES Buildings Equipment JRCHASE ORDERS JRCHASE REQUESTS JRCHASE R	COPERTY INVENTORIES Buildings Equipment JRCHASE ORDERS JRCHASE REQUESTS JOHN JRCHASE REQUESTS JOHN JOHN P E Z years Typer EQUISITION AND ISSUE SLIPS (Fils) JOHN LANSFERS WITHOUT COST P E FINANCE MANAGEMENT ERTIFICATIONS Last Payments 1 year 2 years 3 Year	COPERTY INVENTORIES Buildings, Equipment JRCHASE ORDERS JRCHASE REQUESTS JRCHASE REQUESTS JOHN JOHN PER MANE 2 years 1 year Types COURSITION AND ISSUE SLIPS (RIS) LANSFERS WITHOUT COST PER MANE FINANCE MANAGEMENT 2 year 1 year 2 years 1 year 1 year 2 years 1 year 3 year 4 year 2 years 1 year 4 year 4 year 5 year 6 THANCE MANAGEMENT	COPERTY INVENTORIES Buildings Equipment JRCHASE ORDERS JRCHASE ORDERS JRCHASE REQUESTS JAMES JAMES PERMANENT PERMANENT 2 years 1 year



S. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7.00	TENTION PE	THOO I		
		Actions	-	Team	O. MEMARICS	
47	CHECKS Automated Payroll Deduction System Expenses	5 years	5 years	10 years	Provided post-audited, finely settled and not involved in	
	Capital Outley Personal Services				any case	
	Maintenance and other Operating Expenses (MODE) Funds					
	Provident Realignment Transfer					
}	Trust/Special Purpose					
48	FINANCIAL STATEMENTS Belonce Sheets Statements of Operation/Income	₽E	RMANE	NT		
49	NOTICES OF CASH ALLOCATIONS	3 years		3 years		
50	PAYROLLS / PAYROLL SHEETS	5 years	5 years	10 years	Provided post-audited, finally settled and not involved	
51	Company of the compan				in any case	
31	REMITTANCES (GSIS, HMOF, Philifealin) Robins Loss Loss	5 yanins P E	5 years RMANE	10 years N T		
	Coers Coers Premiume				1.	
52	REPORTS Financial Cash Flow	S years		3 years	Appr Annual Heatraid Paper has been published	
	Statements of Income and Expenses Statements of Government Equities Lists of Due and Demandable Accounts	3 years		3 years	After superseded	
	Payable (LODAP) Liquidations	5 years	5 years	10 years	Paten Supersenses	
53	TAXES	_				
1	Advalorem/Duty Exemptions	3 years 3 years	3 years 3 years	6 years 6 years		
-	Expended Value Added Tex Income	3 years 3 years	3 years	6 years 6 years	**	
	Withholding Tax Gertificates	4 years		4 yeers	After superseded	
54	VOUCHERS, INCLUDING BILLS, INVOICES & OTHER SUPPORTING DOCUMENTS Disbursements Journals	5 years	5 years	10 years	Provided post-audited, finell settled and not involved in any case	
	Journess Liquidations Petty Cash Retribursement Expense Receipts					
	Travelling Expenses					
	 		1	•		

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8. 17EM HO.	S. RECORD SERIES TYPLE AND DESCRIPTION	7. 86	TENTION PE	100	
	The second like	Author	Storage	Total	R. REMAINS
	Accounting Records				
55	AUTHORITIES FOR ALLOWANCES Clothing	2 years		2 years	After terminated
	Cost of Living Allowience (COLA) Hardship		,		
į	Representation and Transportation Allowence (RATA)				
56	BOOKS OF FINAL ENTRIES General Ledgers	PE	RMANE	NT	
	Journals and Analysis of Ladgers Subsidiary Ledgers				
5 7	BOOKS OF ORIGINAL ENTRIES Cash/Check Disburgements	PE	RMANE 	NT	
	Cash Receipts General Journals		,		
	Journals and Analysis of Obligations	, ,	;	}	
Ì	Journals of Sills Rendered				
l	Journals of Checks leaved Journals of Collections and Deposits				
	Journals of Disbursement by Disbursing Officers			:	
58	CONSOLIDATED ANNUAL AUDIT REPORTS	PE	RMANE	NT .	
59	NOTICES OF TRANSFER ALLOCATIONS	1 year	•	1 year	
60	QUARTERLY STATEMENTS OF CASH ADVANCES	5 years	5 years	10 years	
6 1	TRIAL BALANCES AND OTHER REPORTS	İ			
1	Cumulative Results of Operations- Unappropriated	PE	RMANE	NT	
	Monthly/Quarterly Trial Balances	2 years		2 years	After consolidated in the Annual Financial Report
	Pretiminary/Final Annual Triel Balances Accountant's Copy	5 years	5 years	10 years	After Annual Financial Repo
	Auditor's Copy	PF] Rmane		has been published
ŀ	Regional Office Copy	5 years	5 years		After Annual Financial Repor
	Pre/Post Closing Trial Balances	5 years		5 years	has been published After Annual Financial Repol has been published
	Munigat Records			}	
62	AGENCY BUDGET MATRICES	3 учетъ		3 уевга	
83	BUDGET CIRCULARS AND ISSUANCES	5 years	5 years	10 years	
84	BUDGET PROPOSALS & SUPPORTING DOCUMENTS	3 yeers		3 yeers	
65	GENERAL APPROPRIATION ACTS	3 years		3 years	
.56	MONTHLY CASH PROGRAMS	3 years	1	3 years	

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BLIGATION REQUESTS HYSICAL AND FINANCIAL PLANS ROGRAMS OF EXPENDITURES LOCAL NATIONAL EGISTRIES OF ALLOTMENT ECIAL ALLOTMENT RELEASE DROERS (SARO) B-ALLOTMENT RELEASE ORDERS Sub-ARO) Cash Records ELITY BONDS / BONDS FICIAL CASH BOOKS Collections Disbursements	3 years 3 years 5 years 3 years 3 years	5 year	3 years 3 years 10 years 5 years 3 years 1 years	After renewed
HYSICAL AND FINANCIAL PLANS ROGRAMS OF EXPENDITURES LOCH NAMOUNE GISTRIES OF ALLOTMENT ECIAL ALLOTMENT RELEASE PROERS (SARO) 8-ALLOTMENT RELEASE ORDERS Sub-ARO) Cash Records ELITY BONDS / BONDS FICIAL CASH SOOKS Collections Disbursements FICIAL RECEIPTS	S years S years S years S years Years	5 year	3 years 5 years 3 years 1 years	After renewed
ROGRAMS OF EXPENDITURES LOCAL LOCAL National EGISTRIES OF ALLOTMENT ECIAL ALLOTMENT RELEASE DROERS (SARO) B-ALLOTMENT RELEASE ORDERS Sub-ARO) Cash Records ELITY BONDS / BONDS FICIAL CASH BOOKS Collections Disbursements	5 years 5 years 3 years 7 years	6 year	3 years 5 years 3 years 1 years	After renewed
National EGISTRIES OF ALLOTMENT ECIAL ALLOTMENT RELEASE DRDERS (SARO) B-ALLOTMENT RELEASE ORDERS Sub-ARO) Cash Records ELITY BONDS / BONDS FICIAL CASH BOOKS Collections Disbursements ECIAL RECEIPTS	5 years 3 years 3 years 7 years	RMAN	5 years 3 years 1 year	After renewed
ECIAL ALLOTMENT RELEASE DRDERS (SARO) 8-ALLOTMENT RELEASE ORDERS Sub-ARO) Cash Records ELITY BONDS / BONDS FICIAL CASH BOOKS Collections Disbursements FICIAL RECEIPTS	3 years	RMAN	3 years 3 years 1 year	After renewed
B-ALLOTMENT RELEASE ORDERS Sub-ARO) Cash Records ELITY BONDS / BONDS FICIAL CASH BOOKS Collections Disbursements ICIAL RECEIPTS	3 years	RMAN	3 years 3 years 1 year	After renewed
Cash Records ELITY BONDS / BONDS FICIAL CASH BODICS Collections Disbursements ICIAL RECEIPTS	1 year P (RMAN	1 year	After renewed
ELITY BONDS / BONDS FICIAL CASH BOOKS Collections Disburgements FICIAL RECEIPTS	P		NT	After post-surficed finally
FICIAL CASH BOOKS Collections Disbursements FICIAL RECEIPTS	P		NT	After post-surficed finally
Collections Disbursements ICIAL RECEIPTS	P		NT	After post-surficed finally
	5 years	5 years	10 years	After post-audited, finally
ORD BOOKS FOR CHECKS LEASES	5 уевгя	5 years	10 years	in any case After date of last enery
ORTS				
dvices of Checks leaved and Cancelled Self/Check Disbursements Recks leaved and Cancelled Offictions Internetis of Checks Released and Cancelled reportional Vacation Pay	5 years	5 years	10 years	
LTH AND NUTRITION SERVICES	}		- 1	
TH AND NUTRITION REPORTS	PE			
1	2 years		2 years	
EALTH AND NUTRITION Personnel stribution of Medicines & Supplies	1 year	}	1 year	After updated
A CARTA OF PUBLIC HEALTH	PER	MANEN		
	TH AND NUTRITION SERVICES TH AND NUTRITION REPORTS HUMI ORIGINAL OR SHEET OF SHEET O	TOPORTIONAL VACATION PRIVATE OF CAPTA O	TOPORTIONAL VACATION SERVICES TH AND NUTRITION SERVICES TH AND NUTRITION REPORTS MINEL THING TO THE PROPERTY PER MANE 2 years 1 year A CARTA OF SURING A Supplies	TH AND NUTRITION SERVICES TH AND NUTRITION REPORTS THAND NUTRITION REPORTS THAND NUTRITION Personnel SALTH AND NUTRITION Personnel SHilbution of Medicines & Supplies A CARTA OF SHELL O MEDICAL

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S. ITEM NO.	4. RECORD SERIES TITLE AND DESCRIPTION	7. 70	ETENTION P	ERIOD	
		Agtire	Barrege	Total	T. REMARKS
81	MEDICAL / DENTAL RECORDS OF			 	
	PERSONNEL / ATHLETES	Į.	İ	ł	ì
	Dental / Medical Carde	ł	1	1	j
	Health Profiles	PE	RMANI	ËNT	1
	I show to a second	. PE	RMAN	ENT	ļ.
	Leboratory Results	2 years	1	2 years	1
82	SCHEDULES OF NURSES AND DENTISTS	1 year		1 year	After updated
- 1	- 11=1 -		1		
83	SPECIAL PROJECTS / PROGRAMS		<u>.</u>	j	Í
ŀ	Dental Health Programs	"=	RMANE	NT	If implemented, otherwise,
- 1	Medical and Nursing Health Programs		1	I	dispose after 5 years from
- 1	Nutrition Programs		•		clote of record
ı	MARINE PROGRAMS		ļ		
	HUMAN RESOURCE MANAGEMENT				
i	SERVICES (PERSONNEL SERVICES)			'	
84	ANNUAL SUMMARY REPORTS FOR	S years		5 years	**************************************
- 1	REPLACEMENT PROGRAMS FOR	- ,		, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	After separated/retired of
i	NON-ELIGIBLES				concerned empleyee
				1 :	
85	APPLICATIONS / RECOMMENDATIONS	4		1. 1	
- 1	FOR EMPLOYMENT	1 year		1 year	
86	APPLICATIONS FOR LEAVE OF				
-	ABSENCES	1 year		1 year	After recorded in Leave Cards
ļ	Maternity			1 1	
1				1 1	
	Parental (Solo Parent)				İ
l l	Paternity			1 1	
- 1	Privilege/Special			! i	
- 1	Rehabilitation			!	
- 1	Sick				
- 1	Study			1 1	
1	Terminal .			1 1	
1	Vacation			1	
l l	Violence Against Women and				
- 1	Children (VAWC)			1	
	Details				
- 1	Stations				
87	AUTHORITIES TO FILL VACANT POSITIONS	2 years		2 years	
26	CLAMIS ON EMPLOYEES COMPENSATION	, i	B ANGES		After position has been fifed u
- 1	· · · - · · · · · · · · · · · · · · · ·	5 years	5 years	10 years	
69	CERTIFICATES OF ELIGIBLES	2 years		2 учеста	Acres 1
90	CONTRACTS TO TEACH	5 years		5 years	Afterventweet / terraineted an
ı	Section 1				noted in Sengge Cards
1		[i	. 20	
91	DAILY TIME RECORDS	1 year	ļ	1 year	Aller date trave been poster.
1		,		'	Leave Cards and cost-scotte
ĺ			l		and the same of th
92	ECUAVALENT RECORDS FORMS	5 years	1	5 years	After Setterated from office
- 1	WITH TRANSMITTAL		ļ	į (i	l .
1		ا ا	[After terminated
93	JOS ORDER CONTRACTS	1 year	İ	1 year	The state of the s
i			•	L	

S. ITEM NO.	4. RECORD SUMES TITLE AND DESCRIPTION	7.1	MITTENTION (····	
		Asting	Moneye			
94	LEAVE CARDS	5 years			After separated/retired of	
95	LETTERS OF INTRODUCTION	2 years		2 years	concerned employee	
96	MEDICAL CERTIFICATES DUE TO ILLNESS	3 years	.	3 years	After absences have been	
97	MEMBERSHIP FILES GSIS Pag-lbig	PE	RMANE	NT	recorded in Leave Cards	
96	Philleoith Others					
	MONTHLY REPORTS OF SERVICE AND ATTENDANCE / ABSTRACTS OF ASSENCES	2 years		2 years		
20	NEW APPRAISAL PERFORMANCE SYSTEM FRES Parformance Appraheat/Evaluations/					
	Rating Respons Performance Rating Cards Performance Target Worksheets	1 years		1 years	After renanced/terminated	
196	NOTICES OF ASSIGNMENTS Lists \$ Details \$ Stations	1 year 1 year		1 year		
101	PERMITS TO STUDY/TEACH	1 year		1 year	After renewed/lemminated	
102	PERSONNEL FOLDERS (201 FILES) Apparaments Approvate of Retirement Awards Change of Stelus Designations Dropping from the Rolls (AWOL) First/Lest Day of Service Certifications	5 years	10 years	15 years	After retired/separated	
	Longevity Notices of Setery Adjustment (NOSA) Notices of Step Increment (NOSI) Oaths of Office Personal Data Sheets (latest)					
	Position Description Forms PRC Licenses Reports of Reling (Eligibilities) Resignations/Transfers/Reinstatements/ Return to Dusty					
	Refirements (GSIS Clearence) Separations Service Records (updated) Transcript of Records					
103	PERSONNEL SERVICES ITEMIZATION AND PLANTILLA OF PERSONNEL	PE	RMANE	NT T	Other copies dispose after 3 years	

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S. ITEM MO.	4. ARGORD SURIES TITLE AND DESCRIPTION	7. Re	TENTION P	MICO	
		Authro	Storage	Testage	E. FREIGNINGS
104	POSITION / ITEM FILES Conversion Creation Deployment Extension	2 years		2 years	After follow-up/approval
	Reclassification and Transfer Requests for Position		•		
105	PROMOTION RECORDS	2 years		2 years	After vacant position has been
105	PUBLICATIONS OF VACANT POSITIONS Filling up of Positions Protest Ranking Recommendations	2 years		2 years	After vacant position has been filled
107	RECORDS OF SERVICE CREDITS	1 year		1 year	After retreating to the touck codes
106	SCHOLAREHIP FILES				
j	On-the-Job Trainees Statemes	2 years		2 years	
	Teachers	1 year 4 years	i	1 year 4 years	After finishing the term After finishing the course
100	SEPARATION ORDERS / EXTRACTS OF RETRIED/TRANSFERRED/SEPARATED PERSONNEL.	1 year		1 year	
110	SERVICE CARDS	PE	RMANE	NT	
111	SERVICE RECORDS	2 years		2 years	After updated provided a copy is incorporated in 201 Files.
112	STATEMENTS OF ASSETS AND LIABILITIES	5 years	5 years	10 years	
1	LEGAL SERVICES				
113	ADMINISTRATIVE DECISIONS (With Respect to Cases/Opinions/Decisions/ Resolutions/Orders)	PE	RMANE	NT	
114	CASES Administrative Civil Service Commission Department of Education Ombudemen Civil / Criminal	4 years	3 years	7 years	After finally selfed except Decisions which are Peresent
115	COMPLAINTS / GRIEVANCES Actions Talten on the Complaints Counter Affidevits end/or Answers Investigation Reports Rejointers Resolutions	5 years		5 years	After finally settled

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(PEM MD	4. RECORD SERIES TITLE AND DESCRIPTION	<u></u> _			
	A STATE OF THE PARTY OF THE PAR		E CENTRON P		
116	CONTRACTS OF SERVICES (Contract Records including Correspondences/ Related Papers)	5 years	- Samuel	5 years	P. REMARCS After renewed/terminated/ and finally settled
117	CORRECTIONS OF NAME / BIRTH DATE Personnel Students	PE	RMAN	ENT	
118	DEEDS (Acquisition of Books/Teaching Aids and Vehicles) Donations Sale	PE	RMANE	NT	•
119	MEMORANDA OF AGREEMENTAINDERSYANDING	PΕ	RMANE -	NT	
	PHYSICAL FACILITIES AND SCHOOL ENGINEERING SERVICES				
120	ASSESSMENTS OF SCHOOLS	\$ years		& printers	
121	EDUCATIONAL FACILITIES MANAGEMENT MANUALS	₽£	RMANE	NT	
122	INVENTORIES OF SCHOOL BUILDINGS AND FIXTURES	1 year		1 year	After superceded
123	SUMMARIES OF ESTIMATED COST OF REHABILITATION	5 years		5 years	
	Basic Education Information Services	į			
124	GOVERNMENT INFO SYSTEM BASEO SCHOOL PROFILING SYSTEM PROJECTS	Pε	RMANE	NT	
125	REQUESTS FOR DEMOLITION AND REPLACEMENT OF SCHOOL BUILDINGS	PE	RMANE	NT	
126	SCHOOL BUILDINGS / FURNITURES' PLANS AND SPECIFICATIONS	PE	RMANE	NT	
127	SCHOOL SUILDING PROGRAMS Listings of RED and BLACK Schools Budget Affections Requests for Construction School Based Repair and Maintenance Scheme	5 yeers		5 years	
	Site Ownership Site Development Plans		RMANE RMANE		
128	SURVEYS OF WATER & ELECTRICITY FACILITY ASSESSMENT PROGRAMS	PE	RMANE	NT	

FFEMA AND.	A RECORD DEVICES TITLE AND DESCRIPTION	7.5	PARTICUL P			
	100	Adding	Discussion		A REMARKS	
	PLAIRING SERVICES		-	Tiping		
129	BASIC EDUCATION INFORMATION SYSTEM (EMIS) MODULES Module I	PÆ	RMANE	NT		
	Clientelo identifications Clientelo Delabase					
	Module H Sheff					
	Personnel Celebase Module III					
	Configure Database Module IV					
	Legislations and Control Detabase Module V Physical Facilities (By Division)					
	District/Gerangay) Module VI					
	Financial Database Module VII	:				
	Community Extension Detabase Module VIII					
	Educational Planning, Research and Evaluation Database Guide Count Framework Module (BESI-QC)				;	
130	DEVELOPMENT PLANS Action	P E	RMANE	NT		
- 1	Strategic		Į			
131	PERFORMANCE INDICATORS Achievement Rates	5 years	5 years	10 years		
	Cohort / Survival Rates	į	-			
- 1	Completion Rates Dropout Rates		}			
1	Literacy Rates					
[Participation Flates		i i	1		
	Promotion Rates					
	Pupil-Classroom Ratios Pupil-Desk Ratios					
- [Pupil-Textbook Ratios					
	Relandon Rates					
132	PERFORMANCE MEASURE FRAMEWORKS BY REGIONS AND BY QUARTERS	3 years		3 years		
133	PROFILES	PE	RMANE	NT		
	Government Secondary School Profiles (GSSP) Private Schools	. ¦				
134	REQUESTS FOR ITEM POSITIONS	2 years		2 years	After acted upon	
135	REPORTS				·	
	Accomplishments		ļ.	,		
	Antual	06	RMANE	NT	i	

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S. ITEM NO		_				
- 11 state (std)	4. RECORD SERIES TITLE AND DESCRIPTION	A. RECORD SERIES TYTLE AND DESCRIPTION 7, NETENTION PERIOD		PERIOD	Ţ <u>-</u>	
cont. 135	REPORTS	Action	Storage	Tetal	B. PREMARKS	
]	Accomplishments	1		1		
	Annual	_	. E B • • • • •	J	j	
	Ohisions Regions	"	ERMAN	PNT	ì	
	Characteristic Contraction of the Contraction of th	Í	1	[}	
ł	/ MTRE AND	1)************************************	RMAN	1 year	After connectional in Avening Physics	
	B662 Supervisory Deployment	1 year	I	Z PO I	After anything or the same fragment	
	Management Actions on Austr Court	3 years	RMAN	3 years	Committee of the control of	
	Monitoring and Evaluation of Regional Projects	1	 	EM T	1	
	Stellation Summerica	1]	1	
	Entellment and Albertanes		RMAN	ENT		
	Numbers of Teachers and Students Schools	s d	Í	į.		
	Statistical Bulletine	1	ļ	1		
i	SCHOOL MANAGEMENT					
	Alternative Learning System		<u> </u>			
136	ACCREDITATION AND SOLIVALENCY TEST REBULTS	PE	[Rmane 	 Ent 		
137	ANSWER SHEETS Used	6 months	}	5 months	Provided results have been	
İ	Unused	6 menths	:	6 months	partition and anny transmission	
138	ADMINISTRATIVE-BASED DATA (MIS)	PE	RMANE	NT.		
138	ANNUAL ACTION PLANS	PE	! Rmane	NT	Į	
}	Lists of Target Clients Target Areas					
140	CAPABILITY BUILDING PROFILES	PE	RMANE	NT		
141	PROJECT FILES Ballt-Passalen Para se Out-of-School Adult (BP-OSA)	PE	RMANE	NT		
	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	
	Elementary Level Secondary Level				the original is kept permanently in the diskette/od	
	Promotional Division (Elementary and Secondary Divisions)					
143	ACHIEVEMENT TEST RESULTS Division Achievement Tests National Achievement Tests Elementary Secondary	PE	RMANE	NT	·	

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*** NO.	E. RECORD SOMES TITLE AND DESCRIPTION	7. 6	THE HORNEY		·	
		Anthre	- Charles	T Breat	¢ REMARKS	
»4. 143	ACHIEVEMENT TEST RESULTS Regional Achievement Tests School Achievement Tests	PE	RMANE	 		
144	BOOK FILES Communic on the Evaluation of Social Requests for Certifications	S years	-	5 years	After files have been recorded	
145	GERTHICATIONS Enrollment Good Moral Character Graduation	1 year		1 year	After acted upon	
	Report of Railing of Students Special Orders					
146	CHANGE OF NAME OF SCHOOLS	PE	RMANE	NT .		
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	PER	MANE	NT		
150	GOVERNMENT RECOGNITIONS (PRIVATE SCHOOLS)	PEF	I MANEI	N T		
151	INSTRUCTIONAL MATERIALS Books Monutes Supplementary Readings Videos/CDs/Cassette Tapes/Films	PEN	MANE	NT	Retain 2 copies permanently in hard & soft copy. Other copies dispose 2 years after revised.	
152	NATIONAL CAREER ASSESSMENT EXAMINATION RESULTS	PER)	MANE	нт		
153	PHILIPPINE VALIDATING EXAMINATIONS (NETRC)	PER	MANE	NT		
154	PERMITS Cross-Enroll Study (Foreign Students)	2 years		2 years	After graduation	
155	PROMOTIONAL REPORTS (ELEMENTARY/SECONDARY)	PER	MANE	N T		
156	REQUESTS / APPROVALS Overload of Subjects for Graduating Students Summer Classes Transfer of Local/Foreign Students Transletions of Optomes	1 year		1 year		
157	SPECIAL PROGRAMS / PROJECTS Implemented Not-implemented	PE#	LMANE!	NT ' 1 year		

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SPECIAL ORDERS OF GRADUATION SPECIAL ORDERS OF GRADUATION SCHOLARSHIP GRANTS PERMANENT After admitted After granted After granted PERMANENT PERMANENT PERMANENT PERMANENT PERMANENT PERMANENT PERMANENT After admitted After granted PERMANENT PERMANENT PERMANENT PERMANENT PERMANENT PERMANENT PERMANENT PERMANENT PERMANENT After graduated After graduated Class PECARSIBILITY STUDIES / RESEARCHES Class Cards (Form 138-A) Class Cards (Form 138-A) Class Cards (Form 178) Class Schedules (Form 30) PERMANENT PERMANENT After graduated After graduated PERMANENT PER	164 40.	C. RECORD SEMES YITLE AND BESCRIFTION	7.0	NITERFICE (T	
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CASES / FEASIBILITY STUDIES / RESEARCHES CLASS RECORDS Anecdotal Records of Pupile/Students Class Cards (Form 138-A) Class Observation and Supervisory Reports (Form 178) Class Schedules (Form 30) Class Values Charts PERMANENT PERMANENT 1 year 1 year 1 year	50	CALENDARS OF ACTIVITIES		1		
RESEARCHES 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 1 year 1 year 1 year	- 1]	ा प्रचल		1 year	
70 CLASS RECORDS Anecdotal Records of Pupile/Students Class Cards (Form 138-A) Class Observation and Supervisory Reports (Form 178) Class Schedules (Form 30) Class Values Charts 7 year 1 year 1 year 1 year		CASES / FEASIBILITY STUDIES /	PE	RMANE	NT	
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Reports (Form 178) Cless Schedules (Form 30) 1 year Cless Values Charts 1 year		Cleas Cards (Form 138-A)	PEI		NT	
Class Schedules (Form 30) 1 year 1 year 1 year 1 year		Reports (Form 178)	PEI	RMANE	NT	
Class Values Charts 1 year 1 year		Class Schedules (Form 50)	اسيرا	1	ا ــــا ا	
I Dinimina		Class Values Charts	1 year	•	1 1900	
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Michellian of Charles and Physical Co.	- 1		PEI	RMANE		
Report Cards (Form 138) PERMANENT		Report Cards (Form 138)	^ - P#=	RMANE		
Student Permanent Records (Form 137-A) PERMANENT	1	Student Permanent Records (Form 137-A)				
Summary of Units Taken (Form 9) PERMANENT	1	Summary of Units Taken (Form 9)				
	1	,				

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5. (TEM #0.	& RECORD SAMES TITLE AND DESCRIPTION	7. RETENTION PRINCES				
		Astina			B. RESLANUS	
171	CLASS AND TEACHERS PROGRAMS Class Programs (Form 29) Summaries of Information of Teachers		RMANE	 -		
	(Form 31) Teachers' Program (Form 30)					
172	CONSOLIDATED DATA OF TEACHING/ NON-TEACHING PERSONNEL (Form 31)	5 years		5 years	After updated/superseded	
173	COURSES OF STUDY / SYLLABI					
174	ENROLLMENT SLIPS	1 year	RMANE		•	
175	GRADING SHEETS	2 years		1 year 2 years		
176	LESSON PLANS	1 year		1 year		
177	LISTS			,		
- 1	Accredited Courses/Subjects	₽ ₽ €	RMANE			
	Carididates for Graduation	₽£	RMANE	NT I		
	ENROLLMENT LISTS Graduates Honor Graduates	2 years	ŧ	2		
	School Personnel and Officials	Tymer	RMANÉ 	N T 1 year	After supersedied	
178	UBRARY FILES	- 1		ļ	•	
	Accession Books (PF 146) Seok Cards (PF 149)	₽ E 1	RMANE RMANE	NT	·	
	Borrower's Cards Catalogue Cards (PF 150)	1 year	RMANE	1 year (After date of this every	
179	PERMITS	1	L	l l		
- 1	Government Permits	96] Rmane			
- 1	Government Recognitions		RMANE			
ì	Permits to Operate	5 years	1	5 years	After expired	
1	Permits to Study	2 years	<u> </u>	2 years	After graduated	
- [Tuiton Fee Increses	5 years	ļ	5 years	-	
180	PROFILES					
- 1	Schools Socio-Economic of Pupils		RMANE			
i i	Students	5 years		5 years	After gradualed After gradualed	
1	Touchers	5 years	10 years	5 years 15 years	After expansions:	
181	PROPOSED ORGANIZATION OF CLASSES DepEd-MYAP Out: 900	PE	RMANE	NT	if implemented, offerwise dispose wher 2 years	
182	Science Quiz RANKING / LISTS OF HONOR STUDENTS					
		3 yeers		3 years	After graduated	
183	RANKING OF TEACHER APPLICANTS	5 year		1 year	After updated	
184	RECORDS OF STUDENT'S DISCIPLINARY ACTIONS	2 years		2 years	After graduated	
		!	!			

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ITEM NO.	B. RECORD SQUES TITLE AND BÉSCRIPTION	7. RE	TENTION PE	ANDO	D. REMARKS
		Activo	Storege	Total	I. REMARKS
185	REPORTS				
103	Annual Reports			!	
- 1	Enrolment and Atlendance (Form 3)		RMANE		
	Administrators	2 years		2 years	
	Principale			1 1	
Ì	Monthly Enrollment (Form 2)	2 years	_	2 years	
	Navetive Reports of Department Heads	2 years	·	2 years	
- 1	Number of Schools/Students/	2 years		2 years	
	Promotions (Summertzed)	1		_ ,,	1
	Performance Indicators (Yearly Report)	PE	RMANE	NT	
1	Physical Inventory Reports	2 years	t .	2 veers	
	Reports on Promotion	PE	RMANE	NT	
	16-A Secondary Schools]	i	1	
	16-E1 Primery Grades I-IV		i	1	
	16-E2 Intermediate Grades V-VI	_			
	School FundiFinancial Reports	5 years		5 years	
	Summeries of Monthly Allendance (Form 7) Supervisory			2 years	ŀ
	- Anthropathita	2 yeers		2 years	
186	REQUESTS	2 учетъ	1	ا i	
	Additional Courses	-		2 years	After acted upon
1	Carry Overload	ļ	ł	} '	
i	Inclusion in the Enrollment Lists	j	į.	1	
	Bummer Classes	l	İ	1	İ
	Transfer			·	
187	201001 011010	ļ	['	
'"' [SCHOOL CALENDARS	1 year	!	1 year	
188	SCHOOL REGISTERS (Form 1)	00	RMANE	j Santa	
	•	ן יי	, man	1	
189	STUDENTS TEST PAPERSACLASS	1 year	1	1 year	
	EXAMINATIONS		į.	'/	
190					
	SUPERVISORY PLANS FOR TEACHERS	1 year	1	1 year	
191	TEACHERS' SCHEDULES (Form 29)	1 year			
		1 Year	•	1 year	
192	TEST RESULTS	2 years		2 years	48
		-,	İ	- 7000	After consolidation
193	TESTING MATERIALS	₽E	RMANE	NT	Other copies, dispose after
1]		1 year
194	YEAR BOOKS / ANNUAL BOOKS		l_		• • • • • • • • • • • • • • • • • • • •
	THE PERSONS	PE	RMANE	NT	
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