



Republic of the Philippines
Department of Education
Region IX – Zamboanga Peninsula
SCHOOLS DIVISION OF DIPOLOG CITY



July 29, 2024

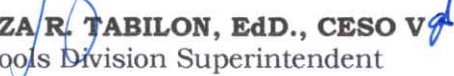
DIVISION MEMORANDUM

No. 292, s. 2024

ANNUAL INVENTORY OF RECORDS ON SCHOOLS

To: Assistant Schools Division Superintendent
Chief of SGOD and CID
All Public Schools District Supervisors
All ELEMENTARY AND SECONDARY SCHOOL HEADS
All Records School Coordinator
This Division
All Other Concerned

1. In reference to the Regional Memorandum No. 323, series of 2024, The DepEd Regional Office IX requires the Synchronized Conduct of Annual Inventory of Records within DepEd, Region IX.
2. Moreover, Section 15, Article III of Republic Act No. 9470 states that “all agencies shall regularly conduct an inventory of their public records...”, all records officers and designated records custodian on schools shall conduct the Annual Inventory of Records that will include all public records in their custody, and those transferred to the National Archives of the Philippines (NAP), if any.
3. Hence, this division requires all Elementary and Secondary schools to submit the accomplished NAP Records Inventory and Appraisal Form. Submission shall be not later than August 15, 2024 at the Records Section, Schools Division Office of Dipolog City, while electronic copy shall be submitted at depeddipolog.records@deped.gov.ph (Refer to enclosure for the prescribed template).
4. For guidance, please refer to the approved DepEd Records Disposition Schedule (RDS) (Enclosure No. 3 to DepEd Memorandum No. 133, s. 2016, Page 95, Chapter V of the DepEd Records Management Operations Manual, in accomplishing the records series and retention period of the NAP National Inventory Form.
5. For clarification and concerns, contact Dominic Maiko S. Diaz, Division Records Officer, at 09107444259.
6. Immediate dissemination of this Memorandum is highly desired.


MA. LIZA R. TABILON, EdD., CESO V
Schools Division Superintendent
Office of the Schools Division Superintendent



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NATIONAL ARCHIVES OF THE PHILIPPINES <i>Pambansang Sinupan ng Pilipinas</i> RECORDS DISPOSITION SCHEDULE		1. AGENCY NAME: DEPARTMENT OF EDUCATION			
		2. ADDRESS: Ultra, Pasig City			
3. SCHEDULE NO.: 2		4. DATE PREPARED:			
5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
	<u>ADMINISTRATION & MANAGEMENT</u>				
1	ACKNOWLEDGMENT LETTERS / RECEIPTS				To be filed with appropriate record series
2	ATHLETICS/SPORTS FILES Athletes' Profiles Letters/Endorsements Results Souvenir Programs	1 year		1 year	After graduated
3	AUTHORITIES TO TRAVEL Employees Officials Teachers/Principals/Asst. School Division Superintendents / Division Superintendents	2 years		2 years	
4	AWARDS AND COMMENDATIONS	PERMANENT			
5	BOARD / COUNCIL FILES Memoranda Original Letters Reports Resolutions	PERMANENT			
6	CALAMITY RECORDS	2 years		2 years	
7	CERTIFICATES OF APPEARANCE	1 year		1 year	
8	CERTIFICATIONS 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)	1 year		1 year	

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."

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
9	CHARTS Organizational/Functional Process Flow	P E R M A N E N T			
10	CLEARANCES Students/Teachers/Employees Tuition Fees	1 year		1 year	
11	CREATION OF DIVISION AND DISTRICT OFFICE RECORDS	P E R M A N E N T			
12	COMMITTEE FILES Investigating Task Force	P E R M A N E N T			
13	COMMUNICATIONS/CORRESPONDENCES Non-Routine				To be filed with appropriate records series After acted upon
	Routine	2 years		2 years	
14	DIRECTIVES / ISSUANCES Issued by the Head of Agency documenting policies, procedures, standards, rules and regulations, programs of the agency	P E R M A N E N T			
	Issued by the Head of Agency reflecting routinary information	2 years		2 years	After superseded
15	DIRECTORIES OF PERSONNEL / SCHOOL OFFICIALS Advisories Bulletins Circulars	2 years		2 years	After superseded
16	INQUIRIES / QUERIES Non-Routine				To be filed with appropriate records series After acted upon
	Routine	2 years		2 years	
17	LISTS Monuments/Shrines (National) Officials (Local/National)	1 year		1 year	After updated
18	MANUALS	P E R M A N E N T			
19	MEETING FILES (ExeCom/ManCom) Committee Reports Minutes of Meetings Policies Resolutions Other Related Documents	P E R M A N E N T			
20	MESSAGES / SPEECHES	P E R M A N E N T			

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
21	PROGRAMS / PROJECTS (Papers including background materials, studies, analyses, notes, rough drafts, interim reports and related papers to management programs/projects)	P E R M A N E N T			If implemented, otherwise, dispose after 5 years from date of record
22	PUBLICATIONS (Created by DepEd) Advertisements Advisories Books Journals Newsletters Press Releases	P E R M A N E N T			Records Set
23	SEMINAR / WORKSHOP / CONVENTION INVITATIONS	1 year		1 year	
24	SOLICITATIONS	1 year		1 year	
25	SPECIMEN SIGNATURES	P E R M A N E N T			
26	TRAVEL / VISIT FILES Foreign Local	1 year		1 year	
General Services					
27	FUEL CONSUMPTION REPORTS	1 year		1 year	
28	JOB ORDERS	1 year		1 year	
29	STATEMENTS OF ACCOUNTS/BILLS (PASS, PLDT, Electric, Water)	5 years		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 renewed
33	VEHICLE MAINTENANCE AND OPERATIONS RECORDS	1 year		1 year	
Procurement Service and Supply/Property 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		3 years	

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
36	INVENTORIES AND INSPECTION REPORTS OF UNSERVICEABLE PROPERTIES	1 year		1 year	After property has been returned
37	INVENTORIES OF SUPPLIES AND PROPERTIES/FIXTURES	1 year		1 year	After updated
38	LEDGER CARDS Equipment Supplies	2 years 5 years		2 years 5 years	After equipment had been disposed
39	PROCUREMENT FILES Abstracts Bids / Canvasses Evaluations of Quotations Bid Evaluations Contracts Invitations to Bid Minutes of Pre-Bid Conference Modes of Procurement (Resolution) Notices of Award Notices to Proceed Programs of Work Pre-Bid Bulletins Resolutions to Award BAC Resolutions Alternative Modes of Procurement Award Shopping and other modes of procurement and other pertinent documents	5 years	5 years	10 years	Provided project is completed and settled
40	PROPERTY INVENTORIES Buildings Equipment	1 year		1 year	After updated
41	PURCHASE ORDERS	4 years		4 years	
42	PURCHASE REQUESTS	1 year		1 year	
43	REPORTS Loss Waste Materials Inspection and Acceptance		PERMANENT		
		2 years 1 year		2 years 1 year	After property has been returned
44	REQUISITION AND ISSUE SLIPS (RIS)	1 year		1 year	
45	TRANSFERS WITHOUT COST		PERMANENT		
	FINANCE MANAGEMENT				
46	CERTIFICATIONS Last Payments Lost Checks	1 year		1 year	

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
47	CHECKS Automated Payroll Deduction System Expenses Capital Outlay Personal Services Maintenance and other Operating Expenses (MOOE) Funds Provident Realignment Transfer Trust/Special Purpose	5 years	5 years	10 years	Provided post-audited, finally settled and not involved in any case
48	FINANCIAL STATEMENTS Balance Sheets Statements of Operation/Income	PERMANENT			
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 in any case
51	REMITTANCES (GSIS, HMDF, PhilHealth) Advices Lists Loans Premiums	5 years	5 years	10 years	
		PERMANENT			
52	REPORTS Financial Cash Flow Statements of Income and Expenses Statements of Government Equities Lists of Due and Demandable Accounts Payable (LDDAP) Liquidations	5 years		5 years	After Annual Financial Report has been published
		3 years		3 years	After superseded
		5 years	5 years	10 years	
53	TAXES Advalorem/Duty Exemptions Expanded Value Added Tax Income Withholding Tax Certificates	3 years 3 years 3 years 3 years 4 years	3 years 3 years 3 years 3 years	6 years 6 years 6 years 6 years 4 years	After superseded
54	VOUCHERS, INCLUDING BILLS, INVOICES & OTHER SUPPORTING DOCUMENTS Disbursements Journals Liquidations Petty Cash Reimbursement Expense Receipts Travelling Expenses	5 years	5 years	10 years	Provided post-audited, finally settled and not involved in any case

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
	Accounting Records				
55	AUTHORITIES FOR ALLOWANCES Clothing Cost of Living Allowance (COLA) Hardship Representation and Transportation Allowance (RATA)	2 years		2 years	After terminated
56	BOOKS OF FINAL ENTRIES General Ledgers Journals and Analysis of Ledgers Subsidiary Ledgers	P E R M A N E N T			
57	BOOKS OF ORIGINAL ENTRIES Cash/Check Disbursements Cash Receipts General Journals Journals and Analysis of Obligations Journals of Bills Rendered Journals of Checks Issued Journals of Collections and Deposits Journals of Disbursement by Disbursing Officers	P E R M A N E N T			
58	CONSOLIDATED ANNUAL AUDIT REPORTS	P E R M A N E N T			
59	NOTICES OF TRANSFER ALLOCATIONS	1 year		1 year	
60	QUARTERLY STATEMENTS OF CASH ADVANCES	5 years	5 years	10 years	
61	TRIAL BALANCES AND OTHER REPORTS Cumulative Results of Operations- Unappropriated Monthly/Quarterly Trial Balances Preliminary/Final Annual Trial Balances Accountant's Copy Auditor's Copy Regional Office Copy Pre/Post Closing Trial Balances	P E R M A N E N T			
		2 years		2 years	After consolidated in the Annual Financial Report
		5 years	5 years	10 years	After Annual Financial Report has been published
		P E R M A N E N T			
		5 years	5 years	10 years	After Annual Financial Report has been published
		5 years		5 years	After Annual Financial Report has been published
	Budget Records				
62	AGENCY BUDGET MATRICES	3 years		3 years	
63	BUDGET CIRCULARS AND ISSUANCES	5 years	5 years	10 years	
64	BUDGET PROPOSALS & SUPPORTING DOCUMENTS	3 years		3 years	
65	GENERAL APPROPRIATION ACTS	3 years		3 years	
66	MONTHLY CASH PROGRAMS	3 years		3 years	

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
67	OBLIGATION REQUESTS	3 years		3 years	
68	PHYSICAL AND FINANCIAL PLANS	3 years		3 years	
69	PROGRAMS OF EXPENDITURES Local National	5 years	5 years	10 years	
70	REGISTRIES OF ALLOTMENT	5 years		5 years	
71	SPECIAL ALLOTMENT RELEASE ORDERS (SARO)	3 years		3 years	
72	SUB-ALLOTMENT RELEASE ORDERS (Sub-ARO)	3 years		3 years	
Cash Records					
73	FIDELITY BONDS / BONDS	1 year		1 year	After renewed
74	OFFICIAL CASH BOOKS Collections Disbursements	P E R M A N E N T			
75	OFFICIAL RECEIPTS	5 years	5 years	10 years	After post-audited, finally settled and not involved in any case
76	RECORD BOOKS FOR CHECKS RELEASES	5 years	5 years	10 years	After date of last entry
77	REPORTS Advices of Checks Issued and Cancelled Cash/Check Disbursements Checks Issued and Cancelled Collections Summaries of Checks Released and Cancelled Proportional Vacation Pay	5 years	5 years	10 years	
HEALTH AND NUTRITION SERVICES					
78	HEALTH AND NUTRITION REPORTS Annual Monthly / Quarterly	P E R M A N E N T			
		2 years		2 years	
79	LISTS HEALTH AND NUTRITION Personnel Distribution of Medicines & Supplies	1 year		1 year	After updated
80	MAGNA CARTA OF PUBLIC HEALTH WORKERS	P E R M A N E N T			

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
81	MEDICAL / DENTAL RECORDS OF PERSONNEL / ATHLETES Dental / Medical Cards Health Profiles Laboratory Results		PERMANENT PERMANENT	2 years 2 years	
82	SCHEDULES OF NURSES AND DENTISTS	1 year		1 year	After updated
83	SPECIAL PROJECTS / PROGRAMS Dental Health Programs Medical and Nursing Health Programs Nutrition Programs HUMAN RESOURCE MANAGEMENT SERVICES (PERSONNEL SERVICES)		PERMANENT		If implemented, otherwise, dispose after 5 years from date of record
84	ANNUAL SUMMARY REPORTS FOR REPLACEMENT PROGRAMS FOR NON-ELIGIBLES	5 years		5 years	After separated/retired of concerned employee
85	APPLICATIONS / RECOMMENDATIONS FOR EMPLOYMENT	1 year		1 year	
86	APPLICATIONS FOR LEAVE OF ABSENCES Maternity Parental (Solo Parent) Paternity Privilege/Special Rehabilitation Sick Study Terminal Vacation Violence Against Women and Children (VAWC) Details Stations	1 year		1 year	After recorded in Leave Cards
87	AUTHORITIES TO FILL VACANT POSITIONS	2 years		2 years	After position has been filled up
88	CLAIMS ON EMPLOYEES COMPENSATION	5 years	5 years	10 years	
89	CERTIFICATES OF ELIGIBLES	2 years		2 years	
90	CONTRACTS TO TEACH	5 years		5 years	After renewed / terminated and noted in Service Cards
91	DAILY TIME RECORDS	1 year		1 year	After data have been posted in Leave Cards and post-audited
92	EQUIVALENT RECORDS FORMS WITH TRANSMITTAL	5 years		5 years	After separated from office
93	JOB ORDER CONTRACTS	1 year		1 year	After terminated

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
94	LEAVE CARDS	5 years	10 years	15 years	After separated/retired of concerned employee
95	LETTERS OF INTRODUCTION	2 years		2 years	
96	MEDICAL CERTIFICATES DUE TO ILLNESS	3 years		3 years	After absences have been recorded in Leave Cards
97	MEMBERSHIP FILES GSIS Pag-Ibig PhilHealth Others	P E R M A N E N T			
98	MONTHLY REPORTS OF SERVICE AND ATTENDANCE / ABSTRACTS OF ABSENCES	2 years		2 years	
99	NEW APPRAISAL PERFORMANCE SYSTEM FILES Performance Appraisals/Evaluations/ Rating Reports Performance Rating Cards Performance Target Worksheets	1 year 5 years 1 year		1 year 5 years 1 year	After renewed/terminated
100	NOTICES OF ASSIGNMENTS Lists Details Stations	1 year		1 year	
101	PERMITS TO STUDY/TEACH	1 year		1 year	After renewed/terminated
102	PERSONNEL FOLDERS (201 FILES) Appointments Approvals of Retirement Awards Change of Status Designations Dropping from the Rolls (AWOL) First/Last Day of Service Certifications Longevity Notices of Salary Adjustment (NOSA) Notices of Step Increment (NOSI) Oaths of Office Personal Data Sheets (latest) Position Description Forms PRC Licenses Reports of Rating (Eligibilities) Resignations/Transfers/Reinstatements/ Return to Duty Retirements (GSIS Clearance) Separations Service Records (updated) Transcript of Records	5 years	10 years	15 years	After retired/separated
103	PERSONNEL SERVICES ITEMIZATION AND PLANTILLA OF PERSONNEL	P E R M A N E N T			Other copies dispose after 3 years

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
104	POSITION / ITEM FILES Conversion Creation Deployment Extension Reclassification and Transfer Requests for Position	2 years		2 years	After follow-up/approval
105	PROMOTION RECORDS	2 years		2 years	After vacant position has been filled
106	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 recording in the level codes
108	SCHOLARSHIP FILES On-the-Job Trainees Students Teachers	2 years 1 year 4 years		2 years 1 year 4 years	After finishing the term After finishing the course
109	SEPARATION ORDERS / EXTRACTS OF RETIRED/TRANSFERRED/SEPARATED PERSONNEL	1 year		1 year	
110	SERVICE CARDS	P E R M A N E N T			
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	
LEGAL SERVICES					
113	ADMINISTRATIVE DECISIONS (With Respect to Cases/Opinions/Decisions/ Resolutions/Orders)	P E R M A N E N T			
114	CASES Administrative Civil Service Commission Department of Education Ombudsman Civil / Criminal	4 years	3 years	7 years	After finally settled except Decisions which are Permanent
115	COMPLAINTS / GRIEVANCES Actions Taken on the Complaints Counter Affidavits and/or Answers Investigation Reports Rejoinders Resolutions	5 years		5 years	After finally settled

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
116	CONTRACTS OF SERVICES (Contract Records including Correspondences/ Related Papers)	5 years		5 years	After renewed/terminated/ and finally settled
117	CORRECTIONS OF NAME / BIRTH DATE Personnel Students	PERMANENT			
118	DEEDS (Acquisition of Books/Teaching Aids and Vehicles) Donations Sale	PERMANENT			
119	MEMORANDA OF AGREEMENT/UNDERSTANDING PHYSICAL FACILITIES AND SCHOOL ENGINEERING SERVICES	PERMANENT			
120	ASSESSMENTS OF SCHOOLS	5 years		5 years	
121	EDUCATIONAL FACILITIES MANAGEMENT MANUALS	PERMANENT			
122	INVENTORIES OF SCHOOL BUILDINGS AND FIXTURES	1 year		1 year	After superseded
123	SUMMARIES OF ESTIMATED COST OF REHABILITATION <i>Basic Education Information Services</i>	5 years		5 years	
124	GOVERNMENT INFO SYSTEM BASED SCHOOL PROFILING SYSTEM PROJECTS	PERMANENT			
125	REQUESTS FOR DEMOLITION AND REPLACEMENT OF SCHOOL BUILDINGS	PERMANENT			
126	SCHOOL BUILDINGS / FURNITURES' PLANS AND SPECIFICATIONS	PERMANENT			
127	SCHOOL BUILDING PROGRAMS Listings of RED and BLACK Schools Budget Allocations Requests for Construction School Based Repair and Maintenance Scheme Site Ownership Site Development Plans	5 years		5 years	
128	SURVEYS OF WATER & ELECTRICITY FACILITY ASSESSMENT PROGRAMS	PERMANENT			

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
	PLANNING SERVICES				
129	BASIC EDUCATION INFORMATION SYSTEM (EMIS) MODULES Module I Clientele Identifications Clientele Database Module II Staff Personnel Database Module III Curriculum Database Module IV Legislations and Control Database Module V Physical Facilities (By Division/ District/Barangay) Module VI Financial Database Module VII Community Extension Database Module VIII Educational Planning, Research and Evaluation Database Quick Count Framework Module (BEIS-QC)				PERMANENT
130	DEVELOPMENT PLANS Action Strategic				PERMANENT
131	PERFORMANCE INDICATORS Achievement Rates Cohort / Survival Rates Completion Rates Dropout Rates Literacy Rates Participation Rates Promotion Rates Pupil-Classroom Ratios Pupil-Desk Ratios Pupil-Textbook Ratios Retention Rates	5 years	5 years	10 years	
132	PERFORMANCE MEASURE FRAMEWORKS BY REGIONS AND BY QUARTERS	3 years		3 years	
133	PROFILES Government Secondary School Profiles (GSSP) Private Schools				PERMANENT
134	REQUESTS FOR ITEM POSITIONS	2 years		2 years	After acted upon
135	REPORTS Accomplishments Annual Central				PERMANENT

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
cont. 135	REPORTS Accomplishments Annual Divisions Regions Quarterly/Monthly/Weekly Annual Audit B592 Supervisory Deployment Management Actions on Audit Findings Monitoring and Evaluation of Regional Projects Statistical Summaries Enrollment and Attendance Numbers of Teachers and Students Schools Statistical Bulletins SCHOOL MANAGEMENT <i>Alternative Learning System</i>				
			PERMANENT		
		1 year		1 year	After consolidated in Annual Report
			PERMANENT		
		1 year		1 year	After consolidated in Annual Report
		3 years		3 years	
			PERMANENT		
			PERMANENT		
136	ACCREDITATION AND EQUIVALENCY TEST RESULTS		PERMANENT		
137	ANSWER SHEETS				
	Used	6 months		6 months	Provided results have been tabulated and kept permanently
	Unused	6 months		6 months	
138	ADMINISTRATIVE-BASED DATA (MIS)		PERMANENT		
139	ANNUAL ACTION PLANS		PERMANENT		
	Lists of Target Clients Target Areas				
140	CAPABILITY BUILDING PROFILES		PERMANENT		
141	PROJECT FILES		PERMANENT		
	Balik-Paaralan Para sa Out-of-School Adult (BP-OSA) 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 the original is kept permanently in the diskette/cd
	Elementary Level Secondary Level				
	<i>Promotional Division</i> <i>(Elementary and Secondary Divisions)</i>				
143	ACHIEVEMENT TEST RESULTS		PERMANENT		
	Division Achievement Tests National Achievement Tests Elementary Secondary				

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
cont. 143	ACHIEVEMENT TEST RESULTS Regional Achievement Tests School Achievement Tests	PERMANENT			
144	BOOK FILES Comments on the Evaluation of Books Requests for Certifications	5 years		5 years	After files have been recorded After acted upon
145	CERTIFICATIONS Enrollment Good Moral Character Graduation Report of Rating of Students Special Orders	1 year		1 year	
146	CHANGE OF NAME OF SCHOOLS	PERMANENT			
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	PERMANENT			
150	GOVERNMENT RECOGNITIONS (PRIVATE SCHOOLS)	PERMANENT			
151	INSTRUCTIONAL MATERIALS Books Modules Supplementary Readings Videos/CDs/Cassette Tapes/Films	PERMANENT			Retain 2 copies permanently in hard & soft copy. Other copies dispose 2 years after revised.
152	NATIONAL CAREER ASSESSMENT EXAMINATION RESULTS	PERMANENT			
153	PHILIPPINE VALIDATING EXAMINATIONS (NETRC)	PERMANENT			
154	PERMITS Cross-Enroll Study (Foreign Students)	2 years		2 years	After graduation
155	PROMOTIONAL REPORTS (ELEMENTARY/SECONDARY)	PERMANENT			
156	REQUESTS / APPROVALS Overload of Subjects for Graduating Students Summer Classes Transfer of Local/Foreign Students Translations of Diplomas	1 year		1 year	
157	SPECIAL PROGRAMS / PROJECTS Implemented Not-Implemented	PERMANENT			
		1 year		1 year	

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
158	SPECIAL ORDERS OF GRADUATION	P E R M A N E N T			
159	SCHOLARSHIP GRANTS	P E R M A N E N T			
160	SUMMARIES OF UNITS TAKEN BY STUDENTS OF PRIVATE SECONDARY SCHOOLS (Form 9)	2 years		2 years	
161	TUITION FEE INCREASE RECORDS Applications Approval	3 years		3 years	
School Level Records					
162	ACTION / DEVELOPMENT PLANS School Improvement Plans Supervisory Plans	P E R M A N E N T			
163	ADMISSION TESTS	3 years		3 years	After admitted
164	APPLICATIONS Accreditations Enrollment Entrance Examinations Graduation and Special Orders Permits/Recognitions	2 years		2 years	After granted
165	ATTENDANCE SHEETS / ATTENDANCE REPORTS (Form 2)	2 years		2 years	
166	BASIC SCHOOL MANAGEMENT COURSE TERM PAPERS	3 years		3 years	
167	BULLETINS OF INFORMATION	P E R M A N E N T			
168	CALENDARS OF ACTIVITIES	1 year		1 year	
169	CASES / FEASIBILITY STUDIES / RESEARCHES	P E R M A N E N T			
170	CLASS RECORDS				
	Anecdotal Records of Pupils/Students	5 years		5 years	After graduated
	Class Cards (Form 138-A)	P E R M A N E N T			
	Class Observation and Supervisory Reports (Form 178)	P E R M A N E N T			
	Class Schedules (Form 30)	1 year		1 year	
	Class Values Charts	1 year		1 year	
	Diplomas	P E R M A N E N T			
	Lists of Honor Graduates	P E R M A N E N T			
	Nutritional Status of Pupils	2 years		2 years	
	Report Cards (Form 138)	P E R M A N E N T			
	Student Permanent Records (Form 137-A)	P E R M A N E N T			
	Summary of Units Taken (Form 9)	P E R M A N E N T			

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
171	CLASS AND TEACHERS PROGRAMS Class Programs (Form 29) Summaries of Information of Teachers (Form 31) Teachers' Program (Form 30)	PERMANENT			
172	CONSOLIDATED DATA OF TEACHING/ NON-TEACHING PERSONNEL (Form 31)	5 years		5 years	After updated/superseded
173	COURSES OF STUDY / SYLLABI	PERMANENT			
174	ENROLLMENT SLIPS	1 year		1 year	
175	GRADING SHEETS	2 years		2 years	
176	LESSON PLANS	1 year		1 year	
177	LISTS Accredited Courses/Subjects Candidates for Graduation ENROLLMENT LISTS Graduates/Honor Graduates School Personnel and Officials			PERMANENT PERMANENT 2 years 2 years PERMANENT 1 year 1 year	After superseded
178	LIBRARY FILES Accession Books (PF 146) Book Cards (PF 149) Borrower's Cards Catalogue Cards (PF 150)			PERMANENT PERMANENT 1 year 1 year PERMANENT	After date of last entry
179	PERMITS Government Permits Government Recognitions Permits to Operate Permits to Study Tuition Fee Increases			PERMANENT PERMANENT 5 years 5 years 2 years 2 years 5 years 5 years	After expired After graduated
180	PROFILES Schools Socio-Economic of Pupils Students Teachers			PERMANENT 5 years 5 years 5 years 5 years 5 years 10 years 15 years	After graduated After graduated After separated/retired
181	PROPOSED ORGANIZATION OF CLASSES DepEd-MTAP Quiz Bee Science Quiz	PERMANENT			If implemented, otherwise dispose after 3 years
182	RANKING / LISTS OF HONOR STUDENTS	3 years		3 years	After graduated
183	RANKING OF TEACHER APPLICANTS	1 year		1 year	After updated
184	RECORDS OF STUDENT'S DISCIPLINARY ACTIONS	2 years		2 years	After graduated

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
185	REPORTS Annual Reports Enrollment and Attendance (Form 3) Administrators Principals Monthly Enrollment (Form 2) Narrative Reports of Department Heads Number of Schools/Students/ Promotions (Summarized) Performance Indicators (Yearly Report) Physical Inventory Reports Reports on Promotion 18-A Secondary Schools 18-E1 Primary Grades I-IV 18-E2 Intermediate Grades V-VI School Fund/Financial Reports Summaries of Monthly Attendance (Form 7) Supervisory		PERMANENT		
		2 years		2 years	
		2 years		2 years	
		2 years		2 years	
		2 years		2 years	
			PERMANENT		
		2 years		2 years	
			PERMANENT		
		5 years		5 years	
		2 years		2 years	
		2 years		2 years	
186	REQUESTS Additional Courses Carry Overload Inclusion in the Enrollment Lists Summer Classes Transfer	2 years		2 years	After acted upon
187	SCHOOL CALENDARS	1 year		1 year	
188	SCHOOL REGISTERS (Form 1)		PERMANENT		
189	STUDENTS' TEST PAPERS/CLASS EXAMINATIONS	1 year		1 year	
190	SUPERVISORY PLANS FOR TEACHERS	1 year		1 year	
191	TEACHERS' SCHEDULES (Form 29)	1 year		1 year	
192	TEST RESULTS	2 years		2 years	After consolidation
193	TESTING MATERIALS		PERMANENT		Other copies, dispose after 1 year
194	YEAR BOOKS / ANNUAL BOOKS		PERMANENT		