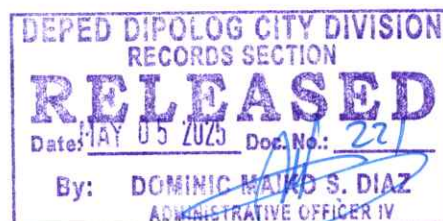




Republic of the Philippines
Department of Education
Region IX – Zamboanga Peninsula
SCHOOLS DIVISION OF DIPOLOG CITY



May 5, 2025

DIVISION MEMORANDUM
No. 221, s. 2025

2025 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. The Dipolog City Division, in compliance with DepEd Memorandum No. 133, series of 2016, "National Inventory of Public Records", mandates the conduct of the Annual Inventory of Records throughout its administrative units and educational institutions.
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 **June 16, 2025**.
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. All Elementary and Secondary schools shall use the prescribed template and submit/upload their reports with prescribed file name format "2025-School Name". Links are as shown below:

TEMPLATE (DOWNLOAD)	SUBMISSION LINK (<i>Upload on this Link</i>)
https://1lnk.dev/02PhB	https://1lnk.dev/jrSXX



Address: Purok Farmers, Olingan, Dipolog City
Email: dipolog.city@deped.gov.ph
Website: www.depeddipolog.net
Facebook: DepEd Tayo – Division of Dipolog City

6. For clarification and concerns, contact Dominic Maiko S. Diaz, Division Records Officer, at 09107444259.
7. Immediate dissemination of this Memorandum is highly desired.

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

Ref: DepEd Memorandum No. 133, series of 2016
Encl: NAP GUIDELINES ON NATIONAL INVENTORY OF RECORDS
NAP RECORDS DISPOSITION SCHEDULE
DMSD/MEMO-2025-02-Inventory-Schools
OSDS/ADMIN/REC/May 5, 2025



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