



Republic of the Philippines  
**Department of Education**  
Region XII  
Schools Division Office of Tacurong City

October 15, 2024

DIVISION MEMORANDUM  
OSDS No. 119, s. 2024

**CONDUCT OF ANNUAL INVENTORY AND DISPOSAL OF RECORDS IN SCHOOLS  
OF SCHOOLS DIVISION OFFICE OF TACURONG CITY**

TO: Assist. Schools Division Superintendent  
Chiefs, CID and SGOD  
Public School Heads  
Administrative Officer II  
Administrative Assistant III  
This Division

1. Complying with Regional Memorandum AD-2024-040 Conduct of Annual Inventory and Disposal of Records, the Region, Schools Division Offices and Implementing Units are directed to conduct an Annual Inventory and Disposal of Records in accordance with RA 9470 otherwise known as the National Archives of the Philippines Act of 2007.
2. A meeting regarding this activity will be conducted on October 16, 2024 from 9:00 a.m. to 11:00 a.m. at SDO Tacurong Conference Hall.
3. The activity aims to:
  - a. Orient the participants regarding updates on the conduct of the annual inventory and disposal of records;
  - b. Discuss the process, protocols, NAP Templates and timelines of the said tasks; and
  - c. Discuss the timeline and submission of records inventory reports.
4. Participants for this activity are the Records Officer, Administrative Officer II (AO II) and Administrative Assistant III (ADAS III).
5. The following tasks and timelines shall be observed by the participants:

ACTIVITY	TIMELINE
Meeting/orientation on the updates on the conduct of inventory and disposal of records and documents.	October 16, 2024
Sorting, Labelling and Arranging of documents to be done by AO II and ADAS III in their respective schools.	October 18-22, 2024



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ACTIVITY	TIMELINE
Submission of Report on the Status of Sorting and Labeling of Documents	October 23, 2024
Consolidation and submission of NAP Form 1 and 3 to the Records Office of SDO Tacurong.	October 24 – 30, 2024
Consolidation of NAP Form 1 and 3	October 31, 2024
Submission of Consolidated NAP Form 1 and 3 Reports to the Regional Office.	November 5, 2024

4. During the implementation, all concerned are hereby directed to do the inventory of all records and documents existing in their schools with retention period as per determined by the standard of the National Archives of the Philippines (NAP) and to submit the NAP Form 1 (Records Inventory and Appraisal) to the Records Unit.
5. All Inventory Reports shall be submitted on or before October 30, 2024 at the Records Unit for consolidation.
6. For any clarifications, kindly communicate with Jennifer Claire A. Tayag, AO IV-Records Officer.
7. For the information and compliance of all concerned.

  
**GILDO G. MOSQUEDA, CEO VI**  
School Division Superintendent

Enclosure: As stated  
Reference: RM AD-2024-040, RA 9470  
Allotment: None  
To be included in the Perpetual Index under  
INVENTORY RECORDS DISPOSAL

*JCAT/DM/Conduct of Annual Inventory and Disposal of Records in Schools of Schools Division Office of Tacurong City/October 15, 2024*



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