



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

October 09, 2025

DIVISION MEMORANDUM
OSDS No. 135, s. 2025

**CONDUCT OF RECORDS MANAGEMENT MONITORING IN ALL SCHOOLS OF
TACURONG CITY SCHOOLS DIVISION OFFICE**

TO: Assistant Schools Division Superintendent
Chiefs of CID and SGOD
Cluster Heads
Elementary and Secondary School Heads
Non-Teaching Personnel
This Division

1. Pursuant to the Department of Education's Records Management Operations Manual, the Schools Division Office of Tacurong City through its Records Unit shall conduct the Records Management Monitoring in all schools to ensure the proper organization, safekeeping and disposal of official documents in accordance with the established records management standard.
2. This activity aims to:
 - a. To promote systematic filing and retrieval of school records;
 - b. Ensure compliance with DepEd and National Archives of the Philippines (NAP) standards; and
 - c. Enhance the capability of school personnel in maintaining efficient and secured record-keeping.

3. Below is the detailed schedule of the aforementioned activity:

Name of School	Date
1. Lourdes Pama Elementary School	October 13, 2025
2. Rajah Muda Elementary School – Main	
3. Rajah Muda Elementary School-BEAM	October 15, 2025
4. Rajah Muda National High School	
5. Elisa P. Bernardo MES – BEAM	October 17, 2025
6. Elisa P. Bernardo MES – Main	
7. Apolinario S. Bernardo National High School	October 21, 2025
8. Josue Alcasid Central School	
9. Lancheta-Magallon Elem. School	October 22, 2025
10. Jose V. Lagon Sr. Elem School	
11. Upper Katungal National High School	October 23, 2025



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Name of School	Date
12. San Rafael Elementary School	October 24, 2025
13. Victorina P. Dasmarinas Elementary School	
14. Casilda P. Venus Elementary School	
15. Tina Elementary School	October 28, 2025
16. San Emmanuel Elementary School	
17. San Emmanuel National High School	October 29, 2025
18. San Pablo National High School	
19. Amado Fernandez Sr., Central School	November 06, 2025
20. Pedregosa-Acosta Elementary School	
21. Tacurong Pilot Elementary School	November 07, 2025
22. San Antonio Elementary School	
23. Virginia F. Grino National High School	November 11, 2025
24. Dr. Manuel J. Grino Central MES	
25. Abang-Suizo Integrated School	November 12, 2025
26. New Lagao Elementary School	
27. Buenaflor Elementary School	November 13, 2025
28. Maria A. Montilla Memorial Elementary School	
29. New Isabela Central Elementary School	November 14, 2025
30. Kalandagan Elementary School	
31. Maria Z. Bayya Elementary School	November 18, 2025
32. J. Hector Lacson Elementary School	
33. Tacurong National High School	

4. Traveling expenses for the said activity shall be charged against local funds subject to the usual accounting and auditing procedures and regulations.

5. For the information, guidance and compliance of all concerned.


GILDO G. MOSQUEDA, CEO VI
School Division Superintendent

Enclosure: None

Reference: None

Allotment: None

To be included in the Perpetual Index under

MONITORING & EVALUATION RECORDS SCHOOLS

JCAT/DM/ Conduct of Records Management Monitoring in all Schools of Schools Division Office of Tacurong City/October 09, 2025



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