



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

February 26, 2026

DIVISION MEMORANDUM
OSDS-2026- 047

**ADOPTION OF DEPED RECORDS MANAGEMENT OPERATIONS MANUAL
(RMOM) STANDARD RULES AND PROCEDURES IN THE CLASSIFICATION AND
FILING OF RECORDS ACROSS THE SCHOOLS DIVISION OFFICE OF
TACURONG CITY**

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

1. To ensure a uniform, efficient, systematic and secured handling of records and documents across the Schools Division Office of Tacurong City, this division shall adopt the standard rules and procedures in the classification and filing of records embodied in the Department of Education's Records Management Operations Manual (RMOM).
2. As stipulated, the manual of operations shall serve as a guide for the Records Officer, Records Custodians and employees involved in handling records. It provides a system records management adopting the standard classification process and one policy in the retrieval and disclosure of records in accordance with a set of guidelines and procedures.
3. For ease of understanding, the salient features of records and documents classification and filing are attached as an enclosure.
4. Consistent with the office's thrust to ensure efficient and effective service delivery, all concerned schools and offices are hereby directed to adopt and comply the guidelines prescribed in the Records Management Operations Manual.



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Schools Division Office of Tacurong City

5. For strict compliance.


GEDDO G. MOSQUEDA, CEO VI
School Division Superintendent


Enclosure: None
Reference: Records Management Operations Manual (RMOM)
Allotment: None
To be included in the Perpetual Index under
MANUALS RECORDS SCHOOLS

JCAT/DM/ Adoption of DepEd Records Management Operations Manual (RMON) Standard Rules and Procedures in the Classification and Filing of Records Across the Schools Division Office of Tacurong City/ February 26, 2026



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Enclosure to Division Memorandum OSDS-2026- 047

EXCERPTS FROM DEPED RECORDS MANAGEMENT OPERATIONS MANUAL

Chapter III: CLASSIFICATION AND FILING

Section 1 – Classification and Filing

- **Classification** is a process of identifying, analyzing and arranging records systematically. Collection of papers having similar subject matter should be logically separated from groups having different topics.
- **Filing** is the keeping of papers or documents under a uniform filing classification scheme so that any document can be located quickly and conveniently when needed.

Section 2 – Uniform Filing Classification Scheme

Records Officers of the Department shall adopt the Functional Subject Alphabetic Classification scheme.

In the functional subject alphabetic classification scheme, records are arranged by subject covering all activities and functions of the Department. Records are filed under major subject which is subdivided into primary classifications. Each primary classification is further subdivided into more specific but related subjects referred to as “secondary classification”. This system retains the simplicity of the alphabetical arrangement of subject titles and brings together related subjects.

Section 3 – Functional Subject Alphabetical Classification

All records/files in the custody of the Records Office shall be classified accordingly by the Records Officer/Designate following the Functional Subject Alphabetic Classification as follows:

Administration and Management

- Athletics/Sports Files
 - Athletes’ Profile
 - Letters/Endorsements
- Authority to Travel
- Awards
 - Commendations
- Board/Council Files
 - Activities of the Committees
 - Committee Reports
 - Memoranda
 - Original Letter



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- Certification
 - Certifications Authentications and Verifications (CAV)
 - Certificates of Graduation
 - Certifications Issued by Superintendent
 - Diplomas
 - Form 137
 - Special Orders
 - Employment and Salary
 - Enrolment
 - Good Moral Character Chart
 - Organizational/Functional
 - Process Flow
- Creation of Committees
 - Investigation
 - Task Force
- Communications/Correspondence
 - Associations
 - Clubs
 - Banks
 - Celebrations
 - Centers
 - Contests
 - Soliciting Funds or Contributions
- Issuances
 - Advisories
 - Bulletins
 - Directives
 - ❖ Circulars
 - ❖ General Letters
 - ❖ Memoranda
 - ❖ Orders
- Manuals
- Meetings
 - EXECOM/MANCOM Meeting
 - Committee Reports
 - Minutes of the Meeting
 - Policies
 - Resolutions
 - Other Related Documents
- Messages/Speeches
- Publications
 - Advertisements
 - Books
 - Journals



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- Newsletters
- Press Release
- Specimen Signatures
- Travel
 - Authority to Travel
 - Travel Order

General Services

- Job Orders
- Statement of Accounts (Electric, Water, Internet, Cable)
- Utilities and Service Files
- Vehicle Maintenance and Operation
- Insurance and Registration
- Trip Tickets
- Reports of Fuel Consumption

Property and Supply

- Inventory of Properties and Supplies/Fixtures/Office Equipment
- Reports of Loss
- Transfers Without Cost
- Reports of Waste Material
- Inspection and Acceptance Reports
- Purchase Orders
- Ledger Cards
- Equipment
- Supplies
- Memorandum Receipts of Equipment, Semi-Expandable and Non-Expandable Property

Finance Management

Accounting Records

- Appropriations/Budget
- Audits
- Authority for Allowances
 - Clothing
 - Medical
 - Hardship/Hazard
 - RATA
- Books of Final Entry
 - General Ledger
 - Journal and Analysis of Ledgers



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- Journal of Bills Rendered
- Journal of Checks Issued
- Subsidiary
- Books of Original Entry
 - Cash Disbursements
 - Cash Receipts
 - Check Disbursements
 - Collection and Deposits
 - General Journals
- Bids
- Bonds
- Bills/Statements of Account
 - Electricity
 - Equipment and Property Maintenance
 - Telephone
 - Water
- Cash Advance
- Cash Books
 - Collections
- Certifications
 - Last Payment
 - Lost Check
- Checks
 - Cancelled Checks
 - Mutilated Checks
 - Post Dated Checks
 - Stale Checks
- Expense
 - Capital Outlay
 - Personal Services
 - Maintenance and Other Operating Expenses (MOOE)
- Funds
 - Provident
 - Realignment
 - Transfer
 - Trust/Special Purpose
- Notices of Cash Allocation
- Notices of Transfer Allocation
- Official Receipts
- Payrolls
 - Payroll Sheets
- Remittances
 - GSIS
 - HDMF/Pag-Ibig



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- Philhealth
- Private Lending Institutions

- Reports
 - Checks Issued
 - Disbursements
 - Financial
 - ❖ Balance Sheets
 - ❖ Cash Flow
 - ❖ Trial Balance
 - ❖ Statement of Income and Expenses
 - ❖ Statement of Government Equity
 - List of Due and Demandable Accounts Payable (LDDAP)
 - Liquidation
 - Proportional Vacation Pay
 - Report on Cancelled Checks
 - Advice of Checks Issued/Cancelled
- Special Allotment Release Orders/Tax
 - Ad valorem/Duty
 - Expanded Value Added Tax (EVAT)
 - Income
 - Withholding Tax Certificates
- Vouchers
 - Disbursement Voucher
 - Journal Voucher

Budget Records

- Agency Budget Matrix
- Circulars/Issuances
- Budget Proposals and Supporting Documents
- General Appropriations Act
- Monthly Cash Program
- National Expenditure Programs
- Obligation Requests
- Physical and Financial Plans
- Registries of Allotment
- Special Allotment Release Order
- Sub-Allotment Release Order

Cash Records

- Fidelity Bonds
- Official Cashbooks



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- Collections
- Disbursements
- Official Receipts
- Record Books for Check Releases
- Reports
 - Advice of Checks Issued
 - Cash Disbursements
 - Checks Issued and Cancelled
 - Collections
 - Summary of Checks Released and Cancelled
 - Proportional Vacation Pay

Legal Services

- Cases
 - Administrative
 - ❖ Civil Service Commission
 - ❖ Department of Education
 - ❖ Ombudsman
 - Judicial
- Complaints/Grievances
 - Actions Taken on the Complaints
 - Counter Affidavits
 - Investigation Reports
 - Rejoinders
 - Resolutions
- Correction of Names
 - Student
 - Personnel
- Contract/Agreements
 - Contract of Services
 - Memorandum of Agreement (MOA)
 - Memorandum of Understanding (MOU)
- Deeds/Donations
- Investigation
 - Action Taken by Investigative Committee
- Title Papers (documenting the acquisition of real property by purchase)
- Condemnation, donation, Adopt-a-School, exchange or otherwise)

Health and Nutrition Services

- Health and Nutrition Report
 - Annual
 - Monthly/Quarterly



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- Lists
 - Health and Nutrition Personnel Distribution of Medicines and Supplies
- Magna Carta of Public Health Workers
- Medical/Dental Records of Personnel/Athletes
 - Dental/Medical Cards
 - Health Profiles
 - Laboratory Results
- Schedule of Nurses and Dentists
- Special Projects/Programs
 - Dental Health Programs
 - Medical and Nursing Health Programs
 - Nutrition Programs

Human Resource Management

- 201 Files (Personnel Files)/Personnel Folders
 - Personal Information Documents
 - ❖ Personal Data Sheet (updated yearly: with latest passport-size photo)
 - ❖ Birth Certificate (PSA Copy)
 - ❖ Marriage Certificate (PSA Copy)
 - ❖ Valid Government Issued IDs (GSIS UMID, Philhealth, Pag-Ibig, PRC [updated])
 - ❖ Change of Status (if married)
 - ❖ Statement of Assets and Liabilities (SALN)
 - ❖ NBI (for original appointment/re-appointment)
 - Eligibility and Licenses
 - ❖ Civil Service Eligibility (Authenticated CSC Certificate)
 - ❖ PRC License and Board Rating (for Teachers and Professionals)
 - Educational Credentials
 - ❖ Transcript of Records
 - ❖ Diploma
 - ❖ Certificates of Training/Seminars attended
 - Employment Records
 - ❖ Appointment Papers (original, promotion, transfer)
 - ❖ Oath of Office
 - ❖ Assumption of Duty
 - ❖ Service Record
 - ❖ Position Description
 - ❖ NOSA/NOSI
 - Performance and Evaluation Records
 - ❖ Performance Ratings and Evaluations (IPCRF/OPCRF)
 - ❖ Awards and Recognition





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- Leave and Benefits Records
 - ❖ Leave Cards/Leave Ledger
 - ❖ Service Credits
 - ❖ GSIS (Policy), Philhealth (MDR), Pag-Ibig documents
 - ❖ Dropping from the rolls (AWOL)
- Administrative and Legal Documents
 - ❖ Notices, Memoranda or Administrative case records
 - ❖ Decisions, Resolutions (if applicable)
- Other Supporting Documents
 - ❖ Medical Certificate/Annual Physical Examination Report
 - ❖ Clearance (e.g., clearance upon transfer or separation)
 - ❖ Resignation Letter
 - ❖ Letter of Intent (retiree)
 - ❖ Designation Orders (e.g., committee assignments, ancillary task)
 - ❖ Reinstatement
 - ❖ Permit to Study
- Assignment
 - List
 - Detail
 - Station
- Approved Reclassification of Position (DBM)
- Attendance
- Authorities to Fill Vacant Positions
- Awards
- Claims
 - Employees compensation
- Daily Time Records/Time Cards
- Equivalent Record Forms
 - Transmittal
- Leave
 - Compensatory Time Off (CTO)
 - Maternity
 - Paternity Leave
 - Privilege Leave/Special Leave
 - Rehabilitation Leave
 - Sick Leave
 - Study Leave
 - Terminal Leave
 - Vacation Leave
 - Violence Against Women and Children Leave (VAWC)
- Leave Cards
- Letters of Introduction
- Medical Certificate





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- Monthly Reports of Service and Attendance
- New Performance Appraisal System
- Overtime Services
- Permit to Study/Teach
- Plantilla of Personnel
- Position/Item
 - Conversation
 - Creation
 - Deployment
 - Extension
 - Filling
 - Hiring
 - Reclassification
 - Transfer
- Promotion
- Publication of Vacant Positions
- Records of Unused Service Credits
- Reinstatement
- Resignation
- Salary
 - Adjustment
 - Bonus
 - Payment
 - Notice of Step Increment (NOSI)
 - Notice of Salary Adjustment (NOSA)
- Services
 - First Day of Service
 - Last Day of Service
 - Overtime Services
- Service Records/Service Credit Cards/Service Cards
- Statement of Assets and Liabilities
- Return to Duty
- Extract of Retired/Transferred Personnel

Promotional Division (Elementary and Secondary)

- Achievement Test Results
 - National Achievement Test (NAT)
 - National Elementary Achievement Test (NEAT)
 - School Achievement Test
- Book Files
 - Comments on the Evaluation of Books
- Request for Certification
- Certification





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- Enrollment
- Good Moral Character
- Graduation
- Report of Rating of Student
- Special Orders
- Change of Names of Schools
- Clearances
- Student/Teacher/Nom-Teaching
- Tuition Fee
- Clustering/De-clustering of School Documents
- Contests and Competitions
- Establishment/Separation/Integration of Schools
- National Career Aptitude Examination Results
- Philippine Validating Examination (NETRC)
- Government Recognition (Private Schools)
- Instructional Materials
 - Print
 - ❖ Books
 - ❖ Modules
 - ❖ Supplementary Reading Materials
 - Non-Print
 - ❖ Videos/CDs/Cassette Tapes/Films
- Permits
 - Cross-Enroll
 - Study (Foreign Students)
- Promotional Reports (*Elementary/ Secondary*)
 - Form 18-E/18-A
 - Reports on Promotion
- Request/Approval
 - Overload of Subjects for Graduating Students
 - Summer Classes
 - Transfer of Local/Foreign Students
 - Translation of Diploma
- Special Programs/Projects
 - Implemented
 - Not Implemented
- Special Orders of Graduation
- Scholarship Grants
- Summary of Units Taken by Students of Private Schools (Form 9)
- Tuition Fee Increase Records
 - Application
 - Approval



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Alternative Learning System

- Accreditation and Equivalency Test Result
- Administrative Based Data (MIS)
- Annual Action Plans
 - List of Target Clients
 - Target Area
- Capability Building Profiles
- Project Files
- Balik-Paaralan Para sa Out-of-School Adult (BP-OSA)
- Community Learning Center (CLC)
- Learning Support Delivery System (LDS)
- Literary Service Contracting Scheme

Physical Facilities and School Engineering

- Assessment of School Buildings and Stability Files
 - Lists
 - Status of Condition of School Buildings with Historical Value
- Summary of Estimated Cost of Rehabilitation
- Educational Facilities
- Management Manual
- Inventory of School Buildings and Fixtures
- Basic Education Information Services
- Government Information System
- School Based Profiling System Projects
- School Buildings/Furniture
- School Plant and Facilities
- Site Titling
- Plans and Specifications
- School Building Programs
- Site Ownership
- Site Development Plans
- List of RED and BLACK Schools
 - Budget Allocation
 - Requests of Construction
 - School Based Repair and Maintenance Scheme
- Requests for Demolition and Replacement of School Building
- Survey of Water and Electricity Facility Assessment Program (SWEFAP)

Planning Services

- Basic Education Information System (BEIS) Modules
 - Module I
 - ❖ Clientele Identification



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- ❖ Clientele Database
 - Module II
 - ❖ Staff
 - ❖ Personal Database
 - Module III
 - ❖ Curriculum Database
 - Module IV
 - ❖ Legislation 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)
- Development Plans
 - Action
 - Strategic
- Performance Indicators
 - Achievement Rate
 - Cohort/Survival Rate
 - Completion Rate
 - Dropout Rate
 - Pupil-Teacher Ratio
 - Literacy Rate
 - Participation Rate
 - Promotion Rate
 - Pupil-Classroom Ratio
 - Pupil-Desk Ratio
 - Pupil-Textbook Ratio
 - Retention Rate
- Performance Measure Framework by Region and by Quarter Profiles
 - Government Secondary School Profile (GSSP)
 - Private School Profile
- Request for Item Positions
- Reports
 - Accomplishment
 - ❖ Annual
 - ❖ Quarterly
 - ❖ Monthly
 - ❖ Weekly
 - Annual Audit





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- Deployment
- Management Action on Audit Findings
- Monitoring and Evaluation of Regional Projects
- Supervisory Visits
- Statistical Summaries
- Enrollment and Attendance
- Numbers of Students and Teachers
- Schools
- Statistical Bulletins

School Management

- Accession Books (PF 146)
- Admission Tests
- Application
 - Accreditation
 - Graduation and Special Order
- Action Plan/Development Plan
 - School Improvement Plan
 - Supervisory Plan
- Annuals
 - Annual Book
 - Annual Procurement Program
- BSMT Term Papers
- Bulletin of Information
- Calendar of Activities
- Card Catalogue
- Case/Feasibility Studies/Researches
- Change of Name of School
- Class Records
- Creation of Schools
- Establishment of Schools
- Renaming of Schools
 - Anecdotal Records of Pupils/Students
 - Class Cards (Form 138-A)
 - Class Observation and Supervisory Report Form (Form 178)
 - Class Schedules (Form 30)
 - Class and Teacher's Programs
 - Class Values Chart
 - Diploma
 - List of Honor Graduates
 - Nutritional Status of Pupils
 - Report Card (Form 138)
 - School Registrar (Form 1)



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- Student Permanent Record (Form 137-A)
- Summary of Units Taken (Form 9)
- Library
 - Access on Books (PF 146)
 - Book Card (PF 149)
 - Borrower's Card
 - Catalogue Cards (PF 150)
- Permits
 - Government Permits
 - Government Recognition
 - Permits to Operate
 - Permits to Study
 - Tuition Fee Increase
 - Permit to Build, Operate, and Transfer
- Profiles
 - Consolidated Data of Teaching/Non-Teaching Personnel (Form 31)
 - School Administration Profiles
 - Socio Economic Profile of Pupils
 - Student's Profile
 - Teacher's Profile
 - Rank List of Teacher – Applicants
 - Proposed Organization of Classes
- Quiz Results
 - DepEd-MTAP
 - Quiz Bee
 - Science Quiz
- Requests for Additional Courses and Summer Classes Reports
 - Administrators Report on Enrolment and Attendance (Form 3)
 - Enrolment
 - Narrative Reports of Department Heads
 - Physical Inventory
 - Performance Indicator (Yearly Report)
 - ❖ 18-A – Secondary Schools
 - ❖ 18 E 1 – Primary Grades I-IV
 - ❖ 18 E 2 – Intermediate Grades V-VI
 - School Funds
 - Supervisory Reports
 - Teachers Monthly Reports of Attendance (Form 2)
- Teachers' Schedules (Form 29)
- Test Results
- Year Books





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Section 4 – Procedure for Filing

1. Inspecting

- Read and analyze the content of the communication.
- Check whether the communication is complete. Make sure each one has the following:
 - Signature
 - Attachment/Annexes
 - Number of Pages
 - Release Mark

2. Indexing or classifying

- Determine the name or code to be used, based on the file classification guide.

3. Coding

- Mark/Code the record on the upper right corner of the paper using a pencil to indicate its placement on the file.
- Code carefully and consistently.
- Confirm that the coding has been done correctly.

4. Cross-referencing

- Put a note on the file to indicate that the record is not stored there, but in the file specified on the cross reference. This is usually done progressively. All materials are sorted first according to major subject heading, then by primary subject classification, secondary subject classification and finally by tertiary subject classification.
- Change the filename or put the file under the original or old folder.

5. Sorting

- Arrange records alphabetically.

6. Filing

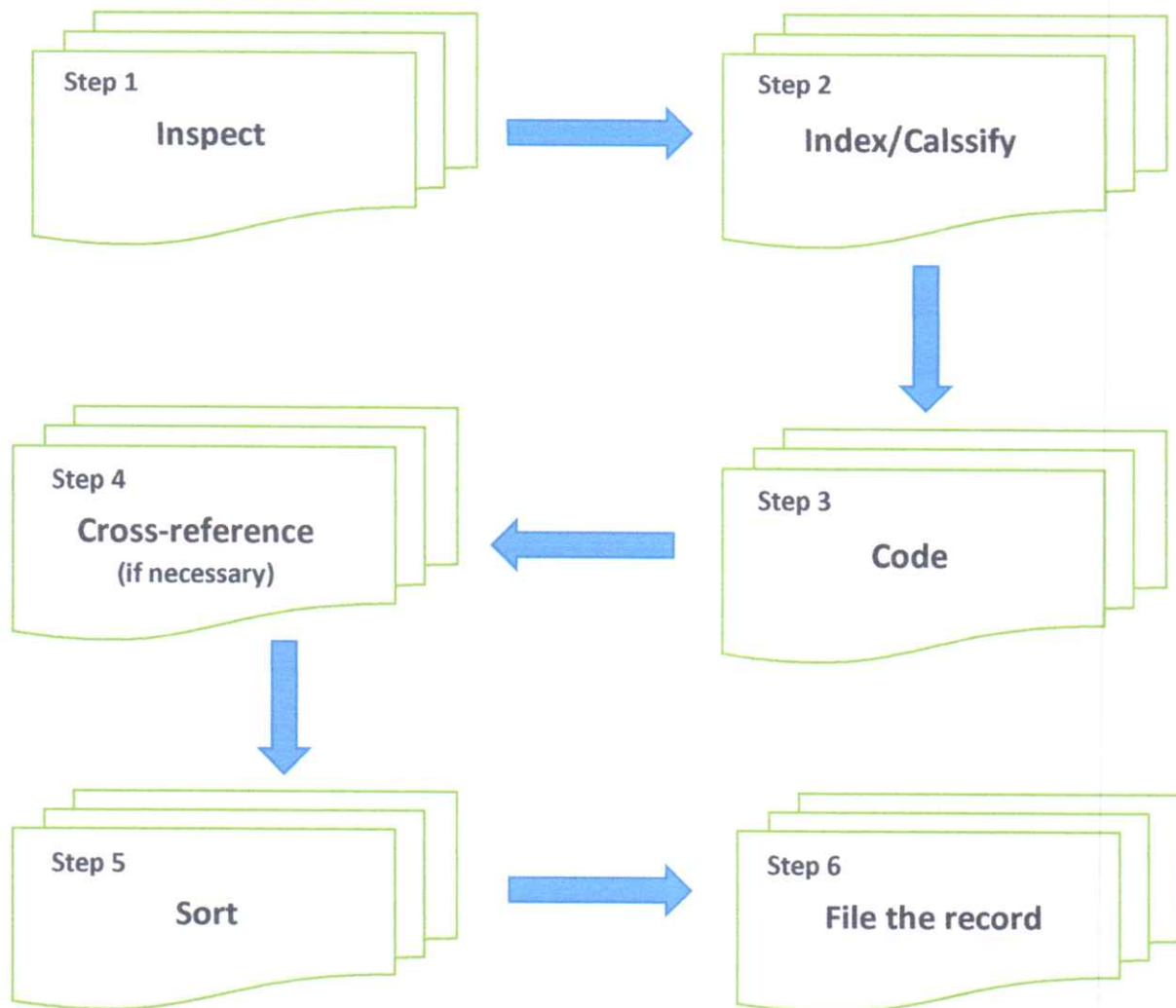
- Remove paper clips from records to be filed.
- Staple together on the upper left-hand corner all related records to avoid insertion and loss.
- Mend torn paper before filing using acid-free adhesives.
- Label the container (drawer, shelf, box) before filing.
- Re-file the records taken out of the folder chronologically.





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Flowchart on Filing





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Section 5 – Guidelines for Filing

A designated or predetermined system for keeping and arranging document ensures fast and convenient recovery.

Here are some guidelines for handling official files:

1. For easy access and retrieval, the Records Office shall have centralized control of all records even if the files are physically located in various offices or departments.
2. All official files shall be filed according to the functional subject, alphabetic classification scheme.
3. All official files shall be immediately classified or cross referenced, if needed, and filed by subject at the Records Office.
4. Issuances shall be filed numerically, bound and labeled by year.
5. Decided cases shall be filed at the Records Office.
6. Voluminous files shall contain tables of contents with corresponding page numbers.

Section 6 – Servicing with Files

Only the Records Officer or designate shall have access to official files.

1. A requisition slip shall be accomplished by the record user or borrower before any file is taken from the Records Office.

REQUISITION SLIP

File Requisition Slip	Date Taken	Date Returned
Description of Records		
Tracer No.		Date of Records
Name of Requesting Official		Title
Organization		Tel. No.
Received by		Signature



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❖ **In case of legal and confidential records, approval of the following is required:**

- **Central Office** : Head of Office or his/her duly authorized representative
- **Regional Office** : Chief Administrative Officer
- **Division Office** : Administrative Officer
- **District/School Level** : District Supervisor/Principal or School Head

2. A charge-out system shall be used for borrowed file material. Each borrowed document must be recorded using the form below:

CHARGE-OUT

Date Borrowed	Subject Description	Name of Borrower	Office	Date Returned	Remarks

3. A follow-up slip shall be accomplished for borrowed materials not returned within the day except for materials used in legal/personnel matters that require a longer period of fifteen (15) working days. Entries in the follow-up slip shall be contained in the form indicated below:

FOLLOW-UP SLIP

Name of Borrower	
Office/Organizational Unit	
Record(s) Borrowed	
Date Borrowed	
Due Date	
Extension Date	
Signature of Borrower	





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Flowchart on Retrieving

