



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
Schools Division of Negros Oriental

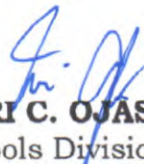
**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM
OSDS-2023- 805

To: **TARA GAY S. DAPAT**
Administrative Officer IV (RO II)

**INVENTORY OF RECORDS AND UPDATING OF RECORDS DISPOSITION
SCHEDULE (RDS)**

1. Attached is DepEd Memorandum OUA-OUF-092923-5 of Nolasco A. Mempin from the Office of Undersecretary for Administration titled "Inventory of Records and Updating of DepEd Records Disposition Schedule (RDS).
2. The Administrative Service-Records Division will conduct a series of activities to update the DepEd Records Disposition Schedule (RDS) to be conducted on October 24, 2023 for the CO participants (Activity 1), October 26, 2023 via MS Teams (Activity 2) and November 14-16, 2023 in Luzon Area (Activity 3, TBA).
3. Participants for the October 26, 2023 must register online through this link, <https://bit.ly/RDSActivity2> on or before October 20, 2023. Participants are directed to secure a place with stable internet connectivity.
4. For more details, please refer to the attached memorandum.
5. For immediate and strict compliance.


NERI C. OJASTRO, EdD, CESE
Schools Division Superintendent

NCO/JMA-MKP-NLR/AdSr/TGSD

24 OCT 2023

Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
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Deped Tayo SDO Negros Oriental



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Department of Education
Region VII
Schools Division of Negros Oriental
Capitol Area, Dumaguete City, Negros Oriental

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INVENTORY OF RECORDS AND UPDATING OF DEPED RECORDS DISPOSITION SCHEDULE (RDS)

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Dear Sir/ Ma'am:

Good day!

The RDS of the Department of Education was created and approved by the National Archives of the Philippines (NAP) on April 19, 2010, in compliance with Republic Act 9470 entitled "An Act to strengthen the system of management and administration of archival records, establishing for the purpose the National Archives of the Philippines, and for other purposes", specifically, General Circular No. 1, dated January 20, 2009, which mandates each government agency to establish its own **Records Disposition Schedule (RDS)**.

Records Disposition Schedule is a listing of records series by organization showing for each record series the period of time it is to remain in the office area, in the storage area, and its preservation or destruction. It covers the Agency's substantive records and those records not included in the **General Records Disposition Schedule (GRDS)** issued by NAP. The **GRDS** is a listing of records common to all government agencies as determined by the NAP. Thus, **RDS** serves as a guide in the disposition of records, the systematic transfer of non-current records from an office to any records storage area, the identification and preservation of permanent records, as well as the outright destruction of records that are no longer of value to the Department.

Retention Period, on the other hand, is an important component of decisions on the disposal of records since it determines the specific period of time, as established and approved by the NAP, as the life span of records, after which they are deemed ready for permanent storage or destruction.

There is an imperative need to make the DepEd-RDS updated and necessitated by substantial organizational and policy shifts and changes in its structure since CY 2010. Hence, the following necessary steps must be undertaken by DepEd.

1. Conduct of the inventory of records in offices in accordance with the guidelines prescribed by NAP;
2. Review the DepEd Records Disposition Schedule;
3. Revisit the retention period based on the value and necessity of records;
4. Recommend approval to the Management of the results of actions taken on items 1, 2, and 3 hereof; and
5. Submit to NAP for its evaluation and approval of the updated DepEd RDS.

In view of the foregoing, the Administrative Service-Records Division will conduct series of activities to update **the DepEd Records Disposition Schedule (RDS)**.

	TITLE OF ACTIVITIES	PARTICIPANTS	DATES/VENUES
1	One-day Seminar on the Inventory of Records and Updating of Records Disposition Schedule (RDS)	6. Designated Primary Records Custodian in every office in the CO	October 24, 2023 Bulwagan ng Karunungan

for Records Custodians of CO.	
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2	One-day Online Seminar on the Inventory of Records and Updating of Records Disposition Schedule (RDS) for the Records Officers from Regional and Division Offices and Selected Records Custodians of Schools.	7. Records Officer from ROs 8. Records Officer from the SDOs 9. Records Custodians from all selected schools	October 26, 2023 MS Teams
3	Two-day workshop on the Consolidation, Analysis, and Finalization of the Submitted Inventory of Records.	<ul style="list-style-type: none"> Facilitators/Secretariat from AS-RD NAP Resource Person <p>Selected participants from:</p> <ul style="list-style-type: none"> Records Officers of RO and SDO Records Custodians-Schools 	November 14-16, 2023 (inclusive of travel time) Venue - Luzon Area (TBA) <i>Note: Separate Memo shall be issued for this activity</i>

Further details for the conduct of the three (3) activities are hereto attached for reference.

For more information and clarification, you may contact Ms. Princess Baquiran at 0926-0071563 and Mr. Richard S. Covita at 0945-6728004, or email us at as.rd@deped.gov.ph copy furnish as.od@deped.gov.ph.

For immediate and strict compliance.

 **for RO and SDO - Memo no. OUA-OUT-092023-5 Inventory of Records and Updating of DepED Records Disposition Schedule (RDS).pdf**
479K

DEPED ALBAY <albay@deped.gov.ph> Mon, Oct 16, 2023 at 10:55 AM
To: Records Division <as.rd@deped.gov.ph>, DEPED I ILOCOS REGION <region1@deped.gov.ph>, DEPED II CAGAYAN VALLEY <region2@deped.gov.ph>, DEPED III CENTRAL LUZON <region3@deped.gov.ph>, DEPED REGION IV-A CALABARZON <region4a@deped.gov.ph>, MIMAROPA REGION <mimaropa.region@deped.gov.ph>, DEPED V BICOL REGION <region5@deped.gov.ph>, DepEd VI Western Visayas <region6@deped.gov.ph>, DepEd Region VII Central Visayas <region7@deped.gov.ph>, REGION VIII EASTERN VISAYAS <region8@deped.gov.ph>, DEPED IX ZAMBOANGA PENINSULA <region9@deped.gov.ph>, DEPED X NORTHERN MINDANAO <region10@deped.gov.ph>, DEPED XI DAVAO REGION <region11@deped.gov.ph>, DEPED XII SOCCSKSARGEN <region12@deped.gov.ph>, DEPED REGION XIII CARAGA <caraga@deped.gov.ph>, DEPED CORDILLERA ADMINISTRATIVE REGION <car@deped.gov.ph>, DEPED NATIONAL CAPITAL REGION <ncr@deped.gov.ph>, MBHTE BARMM <mbhte.barmm@deped.gov.ph>, DEPED ILOCOS NORTE <ilocos.norte@deped.gov.ph>, DEPED ILOCOS SUR <ilocos.sur@deped.gov.ph>, DEPED La Union <la.union@deped.gov.ph>, DEPED PANGASINAN 1 <pangasinan1@deped.gov.ph>, DEPED PANGASINAN 2 <pangasinan2@deped.gov.ph>, DEPED ALAMINOS CITY <alaminos.city@deped.gov.ph>, DEPED BATAC CITY



Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION



OIA-OUT-092023-5

MEMORANDUM

**FOR : UNDERSECRETARIES
ASSISTANT SECRETARIES
BUREAU/SERVICE DIRECTORS
DIVISION CHIEFS/HEADS OF OFFICES
REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED**

FROM : NOLASCO A. MEMPIN
Undersecretary for Administration

**SUBJECT: INVENTORY OF RECORDS AND UPDATING OF DEPED
RECORDS DISPOSITION SCHEDULE (RDS)**

DATE : September 20, 2023

The RDS of the Department of Education was created and approved by the National Archives of the Philippines (NAP) on April 19, 2010, in compliance with Republic Act 9470 entitled "An Act to strengthen the system of management and administration of archival records, establishing for the purpose the National Archives of the Philippines, and for other purposes", specifically, General Circular No. 1, dated January 20, 2009, which mandates each government agency to establish its own Records Disposition Schedule (RDS).

Records Disposition Schedule is a listing of records series by organization showing for each record series the period of time it is to remain in the office area, in the storage area, and its preservation or destruction. It covers the Agency's substantive records and those records not included in the General Records Disposition Schedule (**GRDS**) issued by NAP. The **GRDS** is a listing of records common to all government agencies as determined by the NAP. Thus, **RDS** serves as a guide in the disposition of records, the systematic transfer of



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non-current records from an office to any records storage area, the identification and preservation of permanent records, as well as the outright destruction of records that are no longer of value to the Department.

Retention Period, on the other hand, is an important component of decisions on the disposal of records since it determines the specific period of time, as established and approved by the NAP, as the life span of records, after which they are deemed ready for permanent storage or destruction.

There is an imperative need to make the DepEd-RDS updated and necessitated by substantial organizational and policy shifts and changes in its structure since CY 2010. Hence, the following necessary steps must be undertaken by DepEd.

1. Conduct of the inventory of records in offices in accordance with the guidelines prescribed by NAP;
2. Review the DepEd Records Disposition Schedule;
3. Revisit the retention period based on the value and necessity of records;
4. Recommend approval to the Management of the results of actions taken on items 1, 2, and 3 hereof; and
5. Submit to NAP for its evaluation and approval of the updated DepEd RDS.

In view of the foregoing, the Administrative Service-Records Division will conduct series of activities to update **the DepEd Records Disposition Schedule (RDS)**.

	TITLE OF ACTIVITIES	PARTICIPANTS	DATES/VENUES
1	One-day Seminar on the Inventory of Records and Updating of Records Disposition Schedule (RDS) for Records Custodians of CO.	(1) Designated Primary Records Custodian in every office in the CO	October 24, 2023 Bulwagan ng Karunungan



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2	One-day Online Seminar on the Inventory of Records and Updating of Records Disposition Schedule (RDS) for the Records Officers from Regional and Division Offices and Selected Records Custodians of Schools.	(1) Records Officer from all ROs (2) Records Officer from all the SDOs (3) Records Custodians from selected schools	October 26, 2023 MS Teams
3	Two-day workshop on the Consolidation, Analysis, and Finalization of the Submitted Inventory of Records.	• Facilitators/Secretari at from AS-RD • NAP Resource Person Selected participants from: • Records Officers of RO and SDO • Records Custodians- Schools	November 14-16, 2023 (inclusive of travel time) Venue - Luzon Area (TBA) <i>Note: Separate Memo shall be issued for this activity</i>

Further details for the conduct of the three (3) activities are hereto attached for reference.

For more information and clarification, you may contact Ms. Princess Baquiran at 0926-0071563 and Mr. Richard S. Covita at 0945-6728004, or email us at as.rd@deped.gov.ph copy furnish as.od@deped.gov.ph.

For immediate and strict compliance.



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Department of Education
Administrative Service

Records Division

DETAILS FOR THE CONDUCT OF THE THREE (3) ACTIVITIES

Activity No. I

One-day Seminar on the Inventory of Records and Updating of Records Disposition Schedule (RDS) of Records Custodians of the Central Office (CO)

- All offices in the CO are requested to update or validate the names of designated Primary Records Custodians (PRC) and Alternate PRC as listed in **Annex "A"** by submitting the attached Form **Annex "B"** to the Records Division on or before **October 15, 2023**. Hereto attached Memorandum dated 091922 re: Designation of OPRC and ARC, for your reference.
- Due to the limited budget, only one (1) participant from each office, either the primary or alternate PRC shall participate and register through this link <https://bit.ly/RDSActivity1> on or before **October 20, 2023**.
- The program shall strictly start at exactly 8:00 AM on October 24, 2023, right after the registration and distribution of meal stubs (breakfast, AM snacks, lunch) to registered participants only which shall start at 7:00 AM.

Activity No. II

One-day Webinar on the Inventory of Records and Updating of Records Disposition Schedule (RDS) of Records Officers of Regional and Division Offices and Selected Records Custodians of Schools

- The Distribution List of Participants is listed in **Annex "C"**:
 - All Records Officers of RO and SDO (1 each)
 - Records Custodians from Schools - one each per Region who will be chosen by the respective Regional Directors.
- All participants are advised to register through this link <https://bit.ly/RDSActivity2> on or before **October 20, 2023**
- The link for the program proper shall be emailed one day before the program proper to registered participants only.
- Microsoft Teams shall be used as the platform for the online seminar. All participants shall ensure that their Microsoft Teams account is active. For issues and concerns on this matter, please coordinate with your respective Information Technology Officer (ITO).
- The program shall start at exactly 8:30 AM and all participants are required to enter the teams at least 15 minutes before the program.



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Activity No. III

Two-day workshop on the Consolidation, Analysis, and Finalization of the submitted Inventory of Records and Updating of Records Disposition Schedule (RDS)

- The Distribution List of Participants is listed in **Annex "D"**.
- All participants are advised to register through this link **<https://bit.ly/RDSActivity3>** on or before **November 10, 2023**
- All expenses such as board and lodging, honorarium of Resource Persons, TEV, supplies, materials, and miscellaneous expenses shall be charged against the FY 2023 – Work and Financial Plan GASS/GMS Fund of the Records Division, Administrative Service with Activity Code: AC-23-AS-RD-GASS-2-003.
- A separate advisory will be issued regarding the exact venue, names of participants, and other arrangements for the check-in and meals schedules.



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Records Division

ANNEX C

ACTIVITY 2

DISTRIBUTION LIST OF PARTICIPANTS

One-day Online Seminar on the Inventory of Records and Updating of Records Disposition Schedule (RDS) for the Records Officers from Regional and Division Offices and Selected Records Custodians of Schools

**October 26, 2023
Microsoft Teams**

REGION	ALLOTTED NO. OF PARTICIPANTS			TOTAL NO. OF PARTICIPANTS
	REGIONAL OFFICE	DIVISION OFFICE	SCHOOL	
I	1	15	1	17
II	1	9	1	11
III	1	20	1	22
IV-A	1	23	1	25
IV-B	1	7	1	9
V	1	13	1	15
VI	1	21	1	23
VII	1	20	1	22
VIII	1	13	1	15
IX	1	8	1	10
X	1	14	1	16
XI	1	11	1	13
XII	1	8	1	10
CARAGA	1	12	1	14
CAR	1	8	1	10
NCR	1	17	1	19
GRAND TOTAL				251



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Administrative Service

Records Division

ANNEX D

ACTIVITY 3

DISTRIBUTION LIST OF PARTICIPANTS

**Two-Day Workshop on the Consolidation, Analysis, Consultation, and
Finalization of the Submitted Inventory of Records for the Updated
Records Disposition of Records**

**November 14-16, 2023
Luzon Area (TBA)**

LIST OF PARTICIPANTS	
Regional Office	6
Division Office	4
School	3
Central Office	8
Resource Person	1
Total	22