



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

November 11, 2021

REGION MEMORANDUM
AD No. 61, s. 2021

REITERATION ON THE SUBMISSION OF NAP FORMS 1 (RECORDS INVENTORY AND APPRAISAL) AND 3 (REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS)

TO: Schools Division Superintendents
Functional Division Chiefs
Secondary School Heads of Implementing Units

1. This is to reiterate on the submission of NAP Forms 1 (Records Inventory and Appraisal) and 3 (Request for Authority to Dispose of Records) previously requested to be submitted **on or before November 5, 2021** through the AD-Records, in compliance to Region Memorandum 44, s. 2021 entitled: Conduct of Annual Inventory and Disposal of Records and Region Memorandum 50, s. 2021 entitled: Conduct of Annual Inventory and Disposal of Records for Secondary Schools Implementing Units.

2. Below is the status of submission per Schools Division Office and Regional Office's functional division/section/unit as of November 11, 2021 at 11:00 am for the information of all concerned offices:

Name of Schools Division Office and Functional Division/Section/Unit	Status of Compliance	
	Submitted	No-submission
AD-Records	Green	
AD-Cash	Green	
AD-P&S		Red
AD-Payroll	Green	
AD-GSU		Red
AD-Personnel		Red
HRDD		Red
PPRD		Red
CLMD		Red
QAD		Red
FTAD	Green	
ORD-Proper		Red
ORD-ICT		Red
ORD-Legal		Red
FD	Green	



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SDO South Cotabato		
SDO Cotabato		
SDO Sarangani		
SDO Sultan Kudarat		
SDO Koronadal		
SDO General Santos		
SDO Kidapawan		
SDO Tacurong		

3. Concerned offices with no submission are advised to submit **on or before November 19, 2021** to provide this office ample time to comply with the standards set forth in the Department of Education RMOM.

4. For the information and strict compliance of all concerned.


CARLITO D. ROCAFORT
Director IV
OIC, Regional Director

Enclosure: None
Reference: RMOM
Allotment: None
To be indicated in the Perpetual Index under the subject
RECORDS

RBS/AD-R/OM-REITERATION ON THE SUBMISSION OF NAP FORMS 1 (RECORDS INVENTORY AND APPRAISAL) AND 3 (REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS/004/November 11, 2021



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