



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

10 Aug 2026

REGIONAL MEMORANDUM
ASD-2026-039

CONDUCT OF ANNUAL INVENTORY AND DISPOSAL OF RECORDS

To: Schools Division Superintendents
Secondary School Heads of Implementing Units
All FDDCs in DepEd SOCCSKSARGEN Office

1. Pursuant to RA 9470 otherwise known as the National Archives of the Philippines Act of 2007, the region, schools division offices and Implementing Units are hereby directed to conduct an **Annual Inventory and Disposal of Records** effective **August 26, 2026 to November 9, 2026**.

2. A virtual orientation regarding the activity will be conducted on **August 26, 2026** at 9:00 a.m.-12:00 p.m via MS Teams through this link: <https://bit.ly/2026RecordsDisposal>.

3. The objectives of the said activity are as follows:

- Orient the participants regarding the annual inventory and disposal of records;
- Discuss the process steps, protocols, NAP templates and timelines of the said tasks; and
- Discuss how to determine documents and records for retention, archiving and disposal.

4. Identified participants for the said orientation are as follows:

- All FDDCs in the Regional Office
- Records Officer of the SDOs and 1 Support Staff
- School Heads and 1 Designated Records Officer per IU

5. The following tasks and timelines shall be observed by the participants:

Task	Timeline
Virtual orientation on the conduct of annual inventory and disposal of records and documents	August 26, 2026
Simultaneous follow-up of submission to RO FDs, SDOs and IUs while conducting annual inventory and disposal of records and documents	August 27, 2026 – November 8, 2026
Consolidation and submission of NAP Form 3 through mail/e-mail by the RO and respective SDOs	On or before November 9, 2026

6. During the implementation, SDOs and IUs are hereby directed to do the inventory of all records and documents existing in their office with retention period as per determined by the standard of the National Archives of the Philippines (NAP) using the NAP Form 1 (Records Inventory and Appraisal) and to submit the NAP Form 3 (Request for Authority to Dispose of Records).



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7. The NAP Form 3 shall be submitted on or before **November 9, 2026** at the Administrative Services Division-Records Section Office of the RO and their respective SDOs for consolidation. Scanned copies of NAP Form 3 shall be uploaded via Google Drive. Attached are the NAP Forms 1 and 3 and NAP Form 2 (Records Disposition Schedule) for guidance in the segregation of documents.
8. Refer to the enclosures for additional relevant information:
Enclosure 1: Indicative Schedule of Activities
Enclosure 2: Important Links
Attachment 1: NAP Form 1 (Records Inventory and Appraisal)
Attachment 2: NAP Form 2 (General Records Disposition Schedule)
Attachment 3: NAP Form 3 (Request for Authority to Dispose of Records)
Attachment 4: DepEd Records Disposition Schedule
9. Food for the attendees in the Regional Office shall be borne by the Regional Office MOOE subject to the usual accounting and auditing rules and procedures.
10. For any clarifications, communicate with Jesse James O. Lamigo, AO V – Records Section of the Administrative Division through mobile 0961-9212091.
11. For the information and compliance of all concerned.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director *gm*

Encls.: As stated
Reference: RA 9470
Allotment: None
To be indicated in the Perpetual Index
under the following subjects:

RECORDS INVENTORY
RECORDS DISPOSAL

JJOL/ASD-R/RM - CONDUCT OF ANNUAL INVENTORY AND DISPOSAL OF RECORDS
001/August 10, 2026

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Enclosure 1 to Regional Memorandum ASD-2026-039

Indicative Schedule of Activities

Time	Activity	Persons Responsible
9:00-9:15 AM	Registration	Participants
9:16-9:45AM	Opening Program Government Employee's Prayer Recitation of DepEd quality policy statement, SOCCSKSARGEN Region Aspiration, Core Values and Quality Policy Welcome Remarks Message Statement of Purpose and Objectives	 Kathrine H. Lotilla Director III Atty. Alberto T. Escobarte, CESO II Director IV Joseph Russel M. Farnazo CAO
9:46-10:30AM	Records Management and Inventory	Jessa Q. Carbajosa ADA VI- Records
10:31-11:25AM	Records Disposal	Jesse James O. Lamigo AO V- Records
11:26-11:45AM	Records Disposition Schedule & General Records Disposition Schedule	Jesse James O. Lamigo AO V- Records
11:46-12:00NN	OPEN FORUM	Jesse James O. Lamigo AO V- Records Jessa Q. Carbajosa ADA VI- Records



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Enclosure 2 to Regional Memorandum ASD-2026-039

Important Links

Title	Link
Meeting Link (Microsoft Teams)	https://bit.ly/2026RecordsDisposal
Submission of Reports (Google Drive Link)	https://bit.ly/2026NAPForm3