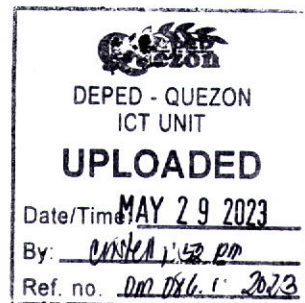




Republic of the Philippines  
**Department of Education**  
 REGION IV-A  
 SCHOOLS DIVISION OF QUEZON PROVINCE



23 May 2023

**OFFICE MEMORANDUM**  
 OM No. 086, s. 2023

**UTILIZATION OF NEW AND REVISED FORMS AND TEMPLATES  
 OF THE RECORDS SECTION**

To: Assistant Schools Division Superintendents  
 Division Chiefs  
 Unit / Section Heads  
 SDO Personnel  
 All Others Concerned

This Office through the Records Section announces the utilization of newly registered and revised forms and templates of the Records Section enlisted below:

REQUEST FOR:	REASON	TITLE OF DOCUMENT REQUESTED	DOCUMENT CONTROL NUMBER (If any)
Addition	New Template	Request For Certification, Authentication, and Verification (Cav) Log Sheet	DEPEDQUEZON-SDO-REC-04-012-000
Addition	New Template	Request For Certified True Copy Log Sheet	DEPEDQUEZON-SDO-REC-04-013-000
Addition	New Template	Request For Correction of School Entries in The School Records Log Sheet	DEPEDQUEZON-SDO-REC-04-014-000
Addition	New Template	Request For Reconstruction of Diploma Log Sheet	DEPEDQUEZON-SDO-REC-04-015-000
Addition	New Template	Request For Certification of The Schools Existed in the Operation Log Sheet	DEPEDQUEZON-SDO-REC-04-016-000
Addition	New Template	Request For Certification of Damaged Records Log Sheet	DEPEDQUEZON-SDO-REC-04-017-000
Addition	New Template	Monitoring Sheet for Issued Certificate of Appearance Cy 20xx	DEPEDQUEZON-SDO-REC-04-018-000
Addition	New Template	Monitoring Sheet for Non-Compliance in the Issuance Relative to Submission of Documents	DEPEDQUEZON-SDO-REC-04-019-000

DEPEDQUEZON-TM-SDS-04-010-004



*"Creating Possibilities, Inspiring Innovations"*

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
 Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
 Email Address: quezon@deped.gov.ph  
 Website: www.depedquezon.com.ph



Republic of the Philippines  
**Department of Education**  
REGION IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE

<b>REQUEST FOR:</b>	<b>REASON</b>	<b>TITLE OF DOCUMENT REQUESTED</b>	<b>DOCUMENT CONTROL NUMBER (If any)</b>
		Congressional District Month Of _____, 20xx	
Addition	New Template	Certification Of School Existed in The Operation	DEPEDQUEZON-SDO-REC-04-020-000
Addition	New Template	Certification of Damaged Records	DEPEDQUEZON-SDO-REC-04-021-000
Addition	New Template	Summary of Outgoing Documents	DEPEDQUEZON-SDO-REC-04-022-000
Addition	New Template	Public Records Annual Inventory Findings and Recommendations Report	DEPEDQUEZON-SDO-REC-04-023-000
Addition	New Template	Documents Label Form	DEPEDQUEZON-SDO-REC-04-024-000
Addition	New Template	Request for Transfer of Non-Current Public Records	DEPEDQUEZON-SDO-REC-04-025-000
Addition	New Template	Request for Disposition of Valueless Documents	DEPEDQUEZON-SDO-REC-04-026-000
Addition	New Template	Filing System Monitoring and Evaluation Sheet	DEPEDQUEZON-SDO-REC-04-027-000
Addition	New Template	Cleaning and Maintenance of Records Repository Monitoring Form	DEPEDQUEZON-SDO-REC-04-028-000
Addition	New Template	Documents and Records Physical Condition Monitoring Sheet	DEPEDQUEZON-SDO-REC-04-029-000
Addition	New Template	Incoming Documents from Regional and Central Office	DEPEDQUEZON-SDO-REC-04-030-000
Revision	Font Style – Bookman Old Style Content – Page/Box/Folder/Envelope Content – Action Needed	Document Tracking System (DTS) Transmittal Form	DEPEDQUEZON-SDO-REC-04-001-005

DEPEDQUEZON-TM-SDS-04-010-004



*"Creating Possibilities, Inspiring Innovations"*

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
Email Address: quezon@deped.gov.ph  
Website: [www.depedquezon.com.ph](http://www.depedquezon.com.ph)





Republic of the Philippines  
**Department of Education**  
REGION IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE

---

The hard copy of the said forms/templates is attached to this Memorandum for your reference, while the soft copy format is readily available in the SDO Official Communication Template for SDO Personnel Google Drive for downloading.

For the information and guidance of all concerned, immediate dissemination of this Memorandum is hereby desired.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

recsop05/23/2023

DEPEDQUEZON-TM-SDS-04-010-004

---



*"Creating Possibilities, Inspiring Innovations"*

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
Email Address: quezon@deped.gov.ph  
Website: [www.depedquezon.com.ph](http://www.depedquezon.com.ph)



Republic of the Philippines

# Department of Education

REGION IV-A

SCHOOLS DIVISION OF QUEZON PROVINCE

## REQUESTS FOR CERTIFICATION, AUTHENTICATION, AND VERIFICATION (CAV) LOG SHEET

REQ. NO.	NAME OF REQUESTOR	SCHOOL	RELEASED TO <i>(Signature over printed name)</i>	DATE AND TIME RELEASED	REMARKS

DEPEDQUEZON-SDO-REC-04-012-000



"Creating Possibilities, Inspiring Innovations"

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
Email Address: [quezon@deped.gov.ph](mailto:quezon@deped.gov.ph)  
Website: [www.depedquezon.com.ph](http://www.depedquezon.com.ph)



Republic of the Philippines  
**Department of Education**  
REGION IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE

**REQUESTS FOR CERTIFIED TRUE COPY LOG SHEET**

REQ. NO.	NAME OF REQUESTOR	SCHOOL	DOCUMENT	PURPOSE	DATE RECEIVED	RELEASED TO (Signature over printed name)	DATE RELEASED	REMARKS

DEPEDQUEZON-SDO-REC-04-013-000



**“Creating Possibilities, Inspiring Innovations”**  
Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
Email Address: [quezon@deped.gov.ph](mailto:quezon@deped.gov.ph)  
Website: [www.depedquezon.com.ph](http://www.depedquezon.com.ph)



Republic of the Philippines  
**Department of Education**  
REGION IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE

### REQUESTS FOR CORRECTION OF SCHOOL ENTRIES IN THE SCHOOL RECORDS LOG SHEET

REQ. NO.	NAME OF REQUESTOR	SCHOOL	REQUESTED CORRECT:	DATE RECEIVED	RELEASED TO:		REMARKS
					NAME AND SIGNATURE	DATE AND TIME	

DEPEDQUEZON-SDO-REC-04-014-000



**“Creating Possibilities, Inspiring Innovations”**  
Address: Sitio Fori, Bigy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
Email Address: [quezon@deped.gov.ph](mailto:quezon@deped.gov.ph)  
Website: [www.depedquezon.com.ph](http://www.depedquezon.com.ph)





Republic of the Philippines

**Department of Education**

REGION IV-A

SCHOOLS DIVISION OF QUEZON PROVINCE

**REQUESTS FOR RECONSTRUCTION OF DIPLOMA LOG SHEET**

REQ. NO.	NAME OF REQUESTOR	DATE REQUESTED	SCHOOL	REASON FOR RECONSTRUCTION	SUPPORTING DOCUMENTS PRESENTED	RELEASED TO:		REMARKS
						NAME AND SIGNATURE	DATE / TIME	

DEPEDQUEZON-SDO-REC-04-015-000



*"Creating Possibilities, Inspiring Innovations"*

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
 Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
 Email Address: [quezon@deped.gov.ph](mailto:quezon@deped.gov.ph)  
 Website: [www.depedquezon.com.ph](http://www.depedquezon.com.ph)



Republic of the Philippines

**Department of Education**

REGION IV-A

SCHOOLS DIVISION OF QUEZON PROVINCE

**REQUEST FOR CERTIFICATION OF THE SCHOOLS EXISTED IN THE OPERATION LOG SHEET**

REQ. NO.	NAME OF REQUESTOR	DATE REQUESTED	SCHOOL	REASON FOR CERTIFICATION	SUPPORTING DOCUMENTS PRESENTED	RELEASED TO:		REMARKS
						NAME AND SIGNATURE	DATE / TIME	

DEPEDQUEZON-SDO-REC-04-016-000



*"Creating Possibilities, Inspiring Innovations"*

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
Email Address: [quezon@deped.gov.ph](mailto:quezon@deped.gov.ph)  
Website: [www.depedquezon.com.ph](http://www.depedquezon.com.ph)





Republic of the Philippines  
**Department of Education**  
REGION IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE

**REQUESTS FOR CERTIFICATION OF DAMAGED RECORDS LOG SHEET**

REQ. NO.	NAME OF REQUESTOR	DATE REQUESTED	SCHOOL	REASON FOR CERTIFICATION	SUPPORTING DOCUMENTS PRESENTED	RELEASED TO:		REMARKS
						NAME AND SIGNATURE	DATE / TIME	

DEPEDQUEZON-SDO-REC-04-017-000



**"Creating Possibilities, Inspiring Innovations"**  
Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
Email Address: [quezon@deped.gov.ph](mailto:quezon@deped.gov.ph)  
Website: [www.depedquezon.com.ph](http://www.depedquezon.com.ph)







Republic of the Philippines  
**Department of Education**  
 REGION IV-A  
 SCHOOLS DIVISION OF QUEZON PROVINCE

**MONITORING SHEET FOR NON-COMPLIANCE IN THE ISSUANCES RELATIVE TO SUBMISSION OF DOCUMENTS**  
 \_\_\_\_\_ CONGRESSIONAL DISTRICT  
 MONTH OF \_\_\_\_\_, 20xx

No.	Name	District/School	Date	Please check what is applicable					Incorrect Signatory	Others (Please Specify)
				DM No. 678, s. 2022 (Teacher / Principal / Non-DepEd Employee Delivering Docs)	DM No. 867, s. 2022 (No Attachments / Checklist)	DM No. 979, s. 2022 (Soliciting Assistance and endorsements from DO Personnel)	DM. NO. 406, S. 2021 (LO not encoding transactions in OODTS)	DM 191, s. 2020 (No Ear Tagging)		
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										

DEPEDQUEZON-TM-SDS-04-019-000



**“Creating Possibilities, Inspiring Innovations”**  
 Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
 Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
 Email Address: quezon@deped.gov.ph  
 Website: [www.depedquezon.com.ph](http://www.depedquezon.com.ph)





Republic of the Philippines  
**Department of Education**  
REGION IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE

---

**CERTIFICATION OF SCHOOL EXISTED IN THE  
OPERATION**

This Office hereby certifies that the **NAME OF SCHOOL** existed in the operation under the Department of Education, Quezon Province **until School Year xxxx**.

Supporting documents are attached to this certification for your perusal.

This certification was issued on **Month 00, 20xx**, upon request of the document owner for whatever legal purpose it may serve.

**Prepared by:**

**NAME**  
Administrative Officer IV  
Records Section

**Reviewed / Verified by:**

**NAME**  
Education Program Supervisor  
Private Schools / Special Education

**Noted by:**

**NAME**  
Schools Division Superintendent

*Not valid without the Official Seal*

DEPEDQUEZON-SDO-REC-04-020-000

---



*"Creating Possibilities, Inspiring Innovations"*  
Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
Email Address: quezon@deped.gov.ph  
Website: [www.depedquezon.com.ph](http://www.depedquezon.com.ph)



Republic of the Philippines  
**Department of Education**  
REGION IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE

---

## CERTIFICATION OF DAMAGED RECORDS

This Office hereby certifies that the Academic School Record (ASR), specifically, **state the specific school record of Mr./Ms. Click or tap here to enter text.**, a graduate of **state the School** has sustained significant damage brought by **state the cause of damage**, dated **state specific year / month** that warrants its disposal. All attempts to salvage the said record have been proven unsuccessful or not cost-effective. Subsequently, the continued retention period of the said record has been deemed impractical. A supporting document is attached to this certification for your perusal.

This certification was issued on **Month 00, 20xx** upon request of the document owner for whatever legal purpose it may serve.

**Prepared by:**

**NAME**

Administrative Officer IV  
Records Section

**Noted by:**

**NAME**

Schools Division Superintendent

*Not valid without the Official Seal*

DEPEDQUEZON-SDO-REC-04-021-000

---



*"Creating Possibilities, Inspiring Innovations"*

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
Email Address: quezon@deped.gov.ph  
Website: [www.depedquezon.com.ph](http://www.depedquezon.com.ph)



Republic of the Philippines  
**Department of Education**  
REGION IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE

**SUMMARY OF OUTGOING DOCUMENTS**

Date:

RO Tracking No.	SDO DTS No.	Subject	Document Owner	Document Type	Required Action	Action Unit/Section in the RO	Receiving Copy Returned on (Specific Date)	Routed to:	
								Name & Signature	Date

Prepared by:

**NAME**

Administrative Assistant II

Acknowledged by:

**NAME**

Division Liaison Officer

Noted by:

**NAME**

Records Officer II

DEPEDQUEZON-SDO-REC-04-022-000



*"Creating Possibilities, Inspiring Innovations"*

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
Email Address: quezon@deped.gov.ph  
Website: www.depedquezon.com.ph





Republic of the Philippines  
**Department of Education**  
REGION IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE

**PUBLIC RECORDS ANNUAL INVENTORY FINDINGS  
AND RECOMMENDATIONS REPORT**

**Date of Inventory:**

**Inventory Conducted By:**

After the conduct of the annual inventory of documents and records, the following documents listed hereunder were **identified as valueless documents** under the custody of the Division of Quezon. These valueless documents are those **documents that reach the maximum retention period** based on the DepEd Records Disposition Schedule (RDS) and the National Archives of the Philippines General RDS.

<b>RECORDS SERIES TITLE &amp; DESCRIPTION</b>	<b>INCLUSIVE DATES RECOMMENDED FOR DISPOSITION</b>	<b>LOCATION OF DOCUMENTS</b>	<b>RETENTION PERIOD</b>	<b>RDS / GRDS NUMBER</b>
<i>Nothing follows...</i>				

The Records Officer hereby recommends for transfer of the above-listed valueless documents to the Records Office for proper disposition. On the other hand, the units/sections have the option to keep the documents longer based on the level of significance of the documents in the operation.

**Prepared by:**

**NAME**

Administrative Officer IV, Records Section

**Checked by:**

**NAME**

Administrative Officer V, Admin Unit

**Approved by:**

**NAME**

Schools Division Superintendent

DEPEDQUEZON-SDO-REC-04-023-000



*"Creating Possibilities, Inspiring Innovations"*

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon

Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321

Email Address: quezon@deped.gov.ph

Website: [www.depedquezon.com.ph](http://www.depedquezon.com.ph)



Republic of the Philippines

**Department of Education**

REGION IV-A

SCHOOLS DIVISION OF QUEZON PROVINCE

---

**DOCUMENT LABEL FORM**

**DOCUMENT TITLE**

**Period Covered**  
**Unit/ Section**

---

DEPEDQUEZON-SDO-REC-04-024-000



*"Creating Possibilities, Inspiring Innovations"*

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon

Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321

Email Address: [quezon@deped.gov.ph](mailto:quezon@deped.gov.ph)

Website: [www.depedquezon.com.ph](http://www.depedquezon.com.ph)



Republic of the Philippines  
**Department of Education**  
 REGION IV-A  
 SCHOOLS DIVISION OF QUEZON PROVINCE

**REQUEST FOR TRANSFER OF NON-CURRENT PUBLIC RECORDS**

*(Accomplish in 2 Copies)*

Request No.:

Unit / Section:

Date Requested:

GRDS/RDS ITEM NO.	RECORDS SERIES TITLE AND DESCRIPTION	PERIOD COVERED	VOLUME	RETENTION PERIOD AND PROVISION/S COMPLIED (If Any)
***Nothing follows***				
<b>Location of Records:</b>		<b>Total Volume:</b>		
<b>Prepared By:</b> <i>(RMI Sub-Committee)</i>		<b>Noted by:</b> <i>(Unit/Section Head)</i>		
<b>NAME AND SIGNATURE</b> Position		<b>NAME AND SIGNATURE</b> Position		
<b>Checked and Verified by:</b>  <b>NAME AND SIGNATURE</b> Administrative Officer IV, Records Section				

DEPEDQUEZON-SDO-REC-04-025-000



"Creating Possibilities, Inspiring Innovations"

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
 Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
 Email Address: quezon@depd.gov.ph  
 Website: www.depedquezon.com.ph





Republic of the Philippines  
**Department of Education**  
 REGION IV-A  
 SCHOOLS DIVISION OF QUEZON PROVINCE

### REQUEST FOR DISPOSITION OF VALUELESS DOCUMENTS

*(Accomplish in 2 Copies)*

Request No.:

Unit / Section:

Date Requested:

GRDS/RDS ITEM NO.	RECORDS SERIES TITLE AND DESCRIPTION	PERIOD COVERED	VOLUME	RETENTION PERIOD AND PROVISION/S COMPLIED (If Any)
***Nothing follows***				

<b>Location of Records:</b>	<b>Total Volume:</b>
<b>Prepared By:</b> (RMI Sub-Committee)	<b>Noted by:</b> (Unit/ Section Head)
<b>NAME AND SIGNATURE</b> Position	<b>NAME AND SIGNATURE</b> Position

<b>Checked and Verified by:</b>  <b>NAME AND SIGNATURE</b> Administrative Officer IV, Records Section
--

DEPEDQUEZON-SDO-REC-04-026-000



*"Creating Possibilities, Inspiring Innovations"*

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
 Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
 Email Address: quezon@deped.gov.ph  
 Website: www.depedquezon.com.ph



Republic of the Philippines  
**Department of Education**  
REGION IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE

**FILING SYSTEM MONITORING AND EVALUATION SHEET**

**UNIT / SECTION:** Click or tap here to enter text.

**DATE OF M&E:** Click or tap here to enter text.

**Legend:**

**4** Strongly Agree    **3** Agree    **2** Disagree    **1** Strongly Disagree

<b>SORTING AND CLASSIFYING</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>REMARKS</b>
1. Documented Information (DI) are sorted and classified according to the similar subject matter					
2. DI are logically separated from groups having different topics					
<b>LABELLING</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>REMARKS</b>
1. Properly labelled folders					
2. Properly labelled red box					
3. Properly labelled file box					
4. Properly labelled cabinets/filing racks					
<b>FILING AND STORING</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>REMARKS</b>
1. DI are filed according to FSAC					
2. Active files are accessible and convenient to the user					
3. Legal/confidential DI are filed in safe and secured cabinets					
4. No piled-up documents					
5. Only DI relevant to work is filed and stored					
<b>INVENTORY OF RECORDS</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>REMARKS</b>
1. DI were appraised based on the RDS and/or GRDS					
2. Inventory report versus actual DI reconcile					
<b>Other comments:</b>					

**ASSESSMENT OF FILING TOOLS, EQUIPMENT AND SUPPLIES NEEDED**

<b>TOOLS/ EQUIPMENT / MATERIALS</b>	<b>QUANTITY</b>	<b>REMARKS</b>
1. Folder		
2. Expandable Envelope		
3. Binder		
4. File Box		
5. Filing Box		
6. Steel Cabinet		
7. Storage Rack		
8. Shredder		
<b>Others, please specify:</b>		

**Evaluated by:**

**Attested by:**

**NAME**

Records Officer II

\_\_\_\_\_  
Name and Signature of RMI Sub-Committee

DEPEDQUEZON-SDO-REC-04-027-000



*"Creating Possibilities, Inspiring Innovations"*

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
Email Address: quezon@deped.gov.ph  
Website: www.depedquezon.com.ph





Republic of the Philippines  
**Department of Education**  
 REGION IV-A  
 SCHOOLS DIVISION OF QUEZON PROVINCE

**CLEANING AND MAINTENANCE OF RECORDS REPOSITORY MONITORING FORM**

For the Month of \_\_\_\_\_, 20xx

ACTIVITIES	DATE																																
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
<i>This portion is to be accomplished by Utility Personnel</i>																																	
<b>Every 2 Weeks</b>																																	
Dusts filing boxes, cabinets, and shelves																																	
Mops old storage room with disinfectant cleaners																																	
<b>Monthly</b>																																	
Removes web from the ceiling and walls																																	
Cleans hard-to-reach or covered places (i.e., along the highest points of windows, cabinets, etc.)																																	
Removes unnecessary stuff inside the old storage room																																	
<i>This portion is to be accomplished by Records Personnel</i>																																	
Re-files and organize cluttered documents and records to their respective box/shelves																																	
Files transferred inactive documents																																	
Labels unlabeled box, containers, shelves, and cabinets																																	

Prepared by:

**NAME**  
Utility Personnel

**NAME**  
Records Personnel

Noted:

**NAME**  
Administrative Officer IV, Records Section

DEPEDQUEZON-SDO-REC-04-028-000



**“Creating Possibilities, Inspiring Innovations”**

**Address:** Sitio Fori, Brgy. Talippan, Pagbilao, Quezon  
**Trunkline #:** (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
**Email Address:** quezon@deped.gov.ph  
**Website:** www.depedquezon.com.ph





Republic of the Philippines

**Department of Education**

REGION IV-A

SCHOOLS DIVISION OF QUEZON PROVINCE

**DOCUMENTS AND RECORDS PHYSICAL CONDITION MONITORING SHEET**

As of \_\_\_\_\_

*This form shall be accomplished by the Records Personnel in charge annually.*

Records Series Title and Description	Period Covered	Records Medium	Time Value T / P	Level of Significance	Type of Damage	Level of Damage			Observation
						Level I	Level II	Level III	

**Prepared by:** \_\_\_\_\_

Records Personnel  
DEPEDQUEZON-SDO-REC-04-029-000

**Noted:**

\_\_\_\_\_  
AO IV, Records Section



**"Creating Possibilities, Inspiring Innovations"**

Address: Sitio Fori, Bigy. Talipán, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
Email Address: [quezon@deped.gov.ph](mailto:quezon@deped.gov.ph)  
Website: [www.depedquezon.com.ph](http://www.depedquezon.com.ph)



Republic of the Philippines  
**Department of Education**  
REGION IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE

**PROCEDURAL/INSTRUCTIONAL GUIDE:**

**Records Series Title and Description:**

The entry of record series title shall be in accordance with DepEd Records Disposition Schedule (RDS) or NAP General Records Disposition Schedule (GRDS).

**Period Covered:**

Indicate the SPECIFIC period covered of damaged documents and records.

**Time Value:** T – Temporary P – Permanent

**Level of Significance:**

- **Vital Records** – Any recorded information, regardless of format, that is A) unique to the organization, B) impossible to reproduce, and C) critical to establish or preserve. *Examples: Bid Documents, Blueprints of Facilities, Contracts, Minutes of Meetings, Payroll Folders, Personnel Folders, Policies and Procedures, Research Data*
- **Important Records** - these records support the office's function, and although they may be costly and difficult, CAN be reconstructed or replaced from other sources. *Examples: Accreditation Documentation, Annual/ Monthly/ Quarterly Reports, Billing Source Documents, Current Calendars*
- **Useful Records** - these records can be easily replaced. The time and cost of reproducing or accessing these records would be minimal because of their ready availability at other locations. *Examples: Bank Records, Correspondence, Equipment Maintenance/ Service Reports*
- **Non-Essential Records** - These records are of little or no value to the office's mission and have no compelling reason for having been retained. *Examples: Drafts, printouts of electronic records, brochures, publications, etc.*

**Type of Damage:** Termite Infestation Water Fire Smoke Mold Chemical Contamination Heat / Humidity Torn

**Level of Damage:**

- **Level I – Minor Damage** – less serious damage and requiring minimal treatment from the Records Personnel.
- **Level II – Major Damage** - serious damage requiring utmost treatment from professional National Archives of the Philippines archivist.
- **Level III – Destroyed** - documents and records were totally ruined, and cannot be treated and used in the operation.

**Observations:**

Write the SPECIFIC physical condition of the damaged documents and records. The Records Personnel in charge may provide photos as support to this report.

DEPEDQUEZON-SDO-REC-04-029-000



**“Creating Possibilities, Inspiring Innovations”**

**Address:** Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
**Trunkline #:** (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
**Email Address:** quezon@deped.gov.ph  
**Website:** www.depedquezon.com.ph



Republic of the Philippines  
**Department of Education**  
 REGION IV-A  
 SCHOOLS DIVISION OF QUEZON PROVINCE

**INCOMING DOCUMENTS FROM REGIONAL AND CENTRAL OFFICE**

Date	RO/ CO Tracking No.	SDO DTS No.	Subject	Routed to:	
				Name & Signature	Date

Prepared by:

**NAME**

Administrative Assistant II

**Noted by:**

**NAME**

Records Officer II

DEPEDQUEZON-SDO-REC-04-030-000



*"Creating Possibilities, Inspiring Innovations"*

**Address:** Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
**Trunkline #:** (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
**Email Address:** quezon@deped.gov.ph  
**Website:** [www.depedquezon.com.ph](http://www.depedquezon.com.ph)





Republic of the Philippines  
**Department of Education**  
 REGION IV-A  
 SCHOOLS DIVISION OF QUEZON PROVINCE

**DOCUMENT TRACKING SYSTEM (DTS) TRANSMITTAL FORM**

Transaction No. (DTS No.):	Date:
Document Title:	Page/Box/Folder/Envelope:
District:	
School Name:	
Receiving Section:	

**Action Needed:**

**PERSONAL DETAILS**

Document Owner:	
Email Address:	Cellphone No.:

*\*To track your transaction, please visit [www.depedquezondts.com.ph](http://www.depedquezondts.com.ph) and key in your DTS No.*

Document Trail 2:	Document Trail 3:	Document Trail 4:	Document Trail 5:
Document Trail 6:	Document Trail 7:	Document Trail 8:	Document Trail 9:

DEPEDQUEZON-SDO-REC-04-001-005



*"Creating Possibilities, Inspiring Innovations"*

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
 Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
 Email Address: [quezon@deped.gov.ph](mailto:quezon@deped.gov.ph)  
 Website: [www.depedquezon.com.ph](http://www.depedquezon.com.ph)



Republic of the Philippines  
**Department of Education**  
 REGION IV-A  
 SCHOOLS DIVISION OF QUEZON PROVINCE

Transaction No. (DTS No.):	Date:
Document Title:	Page/Box/Folder/Envelope:
District:	
School Name:	
Receiving Section:	

**Action Needed:**

*\*To track your transaction, please visit [www.depedquezondts.com.ph](http://www.depedquezondts.com.ph) and key in your DTS No.*

DEPEDQUEZON-SDO-REC-04-001-005



*"Creating Possibilities, Inspiring Innovations"*

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
 Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
 Email Address: [quezon@deped.gov.ph](mailto:quezon@deped.gov.ph)  
 Website: [www.depedquezon.com.ph](http://www.depedquezon.com.ph)