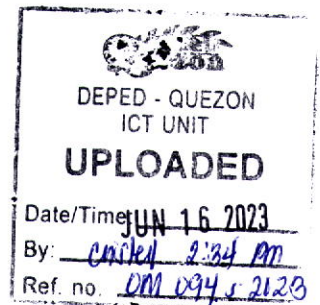




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



29 May 2023

OFFICE MEMORANDUM
OM No. 094, s. 2023

**CONDUCT OF AN ANNUAL INVENTORY OF PUBLIC DOCUMENTS AND RECORDS
IN THE DIVISION OF QUEZON**

To: Assistant Schools Division Superintendents
Division Chiefs
Unit / Section Heads
Records Management and Improvement Committee (RMIC)
Records Management and Improvement Sub-Committee (RMI Sub-Committee)
All SDO Personnel

In compliance with **Rule No.25, Article No.29 of Implementing Rules and Regulations (IRR) of Republic Act No. 9470** otherwise known as the "**National Archives of the Philippines Act of 2007**," it is stated that all government offices shall regularly conduct an inventory of their public records under its custody.

In this connection, this Office, through the Records Section announces the **conduct of an annual inventory of public documents and records** scheduled for the **WHOLE MONTH OF JUNE** each year. RMI Sub-Committee members are hereby directed to update the individual inventory of documents and records under their custody using the newly developed **Automated Records Inventory System (ARIS) Version 1.0**.

This effort will help our Office to:

- identify the volume of our record holdings;
- determine the physical location and condition of our documents and records;
- determine substantive documents and records; and
- dispose of valueless documents to improve the efficiency of our workplace.

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


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

recsop05/29/2023

DEPEDQUEZON-TM-SDS-04-010-004



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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