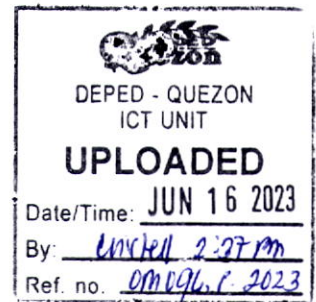




Republic of the Philippines
Department of Education
REGION IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



16 June 2023

OFFICE MEMORANDUM
OM No. 096, s. 2023

LOCALIZED RECORDS DISPOSITION SCHEDULE (LRDS) OF SUBSTANTIVE DOCUMENTS AND RECORDS OF DEPED 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 other concerned

As part of the **Records Disposition Program of the Division of Quezon**, this Office through the Records Section, would like to announce the final **Localized Records Disposition Schedule of the Substantive Documents and Records** identified during the conduct of the annual inventory of public records.

This LRDS was developed to provide a written policy for the retention period of substantive documents/records of the Division Office. Substantive documents/records are documented information created in line with the unique functions of the Division Office and those NOT reflected in the DepEd Records Disposition Schedule.

Please see Enclosure No. 1 for the copy of LRDS.

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


ROMMEL O. BAUTISTA, CESO V
Schools Division Superintendent

recsop06/16/2023

DEPEDQUEZON-TM-SDS-04-010-004



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**LOCALIZED RECORDS DISPOSITION SCHEDULE OF SUBSTANTIVE DOCUMENTS
AND RECORDS OF DIVISION OF QUEZON**

LRDS No.	RECORDS SERIES TITLE AND DESCRIPTION	RETENTION PERIOD
1	ACTION RESEARCH PROPOSALS	1 YEAR
2	APPROVED PROGRAM PROPOSAL / INNOVATION	PERMANENT
3	BUDGET ACCOUNTABILITY REPORT	PERMANENT
4	BUDGET EXECUTION DOCUMENT	PERMANENT
5	CASH ADVANCE SUMMARY REPORT	PERMANENT
6	INDIVIDUAL PORTFOLIO - PERSONAL FOLDER	PERMANENT UNTIL THE EMPLOYEE IS STILL IN SERVICE
7	COMPLETE ACTION RESEARCH	PERMANENT
8	DATA SHARING AGREEMENT	PERMANENT
9	DEPED COMPUTERIZATION MONITORING TOOLS AND ICT RELATED	1 YEAR AFTER UPDATED
10	DEPED QUEZON ATTENDANCE MANAGEMENT SYSTEM DATABASE	PERMANENT
11	DEPED QUEZON ENGLISH PROFICIENCY TEST DATABASE	PERMANENT
12	DEPED QUEZON OFFICIAL WEBSITE DATABASE	PERMANENT
13	DEPED QUEZON ONLINE DOCUMENT TRACKING SYSTEM DATABASE	PERMANENT
14	DEPED QUEZON OPTIMIZATION FOR PERSONNEL INFORMATION SYSTEM DATABASE	PERMANENT
15	DOCUMENT TRACKING SYSTEM TRANSMITTAL FORMS	1 YEAR AFTER THE DATE OF ENCODING
16	EVALUATION OF STORYTELLERS	5 YEARS
17	EVALUATION OF STORYTELLING ACTIVITY	5 YEARS
18	FIXED ASSETS INVENTORY CONTROL FORM FOR TRANSFER/RETURN/DISPOSAL	1 YEAR AFTER UPDATED

19	ICT REGULAR PREVENTIVE MAINTENANCE, PREVENTIVE MAINTENANCE RECOMMENDATION, SPECIAL SERVICE REQUEST, MEMORANDUM	1 YEAR AFTER UPDATED
20	INDIVIDUAL INSTRUCTIONAL SUPERVISION (TECHNICAL ASSISTANCE REPORT)	RDS NO. 185 (SUPERVISORY) 2 YEARS
21	INFRASTRUCTURE (INTERNET, MOBILE, TELEPHONE)	PERMANENT
22	INTEGRATION	PERMANENT
23	LEARNING RESOURCE EVALUATION RESULTS	10 YEARS
24	LEARNING/ACTIVITY PLAN (STORYTELLING	5 YEARS
25	LIST OF POTENTIAL FOR WEEDING	10 YEARS
26	LIST OF THESES AND DISSERTATIONS	10 YEARS
27	MASTERLIST OF RECORDS	PERMANENT AFTER UPDATED
28	OATH OF CONFIDENTIALITY	10 YEARS
29	OFFICE WORK WEEK PLAN (PUBLIC SCHOOLS DISTRICT SUPERVISORS, EDUCATION PROGRAM SPECIALISTS II - ALTERNATIVE LEARNING SYSTEM, EDUCATION PROGRAM SUPERVISORS, CURRICULUM IMPLEMENTATION DIVISION STAFF)	1 YEAR
30	OFFICE WORK WEEK PLAN (PUBLIC SCHOOLS DISTRICT SUPERVISORS, EDUCATION PROGRAM SPECIALISTS II - ALTERNATIVE LEARNING SYSTEM, EDUCATION PROGRAM SUPERVISORS, CURRICULUM IMPLEMENTATION DIVISION STAFF)	1 YEAR
31	OMNIBUS CERTIFICATION	10 YEARS
32	PARENTS/GUARDIAN'S CONSENT FORM	10 YEARS

33	PER TITLE BORROWING STATISTICS	10 YEARS
34	PROVISIONAL COMPLIANCE CERTIFICATE - RECEIVED COPY	1 YEAR
35	RECEIVING COPY OF THE RELEASED APPOINTMENT	2 YEARS AFTER THE DATE OF RECEIVED
36	REFERENCE	PERMANENT
37	REGIONAL OFFICE FILES - RECEIVING COPY	5 YEARS
38	REPORT OF DEPOSITED COLLECTIONS (DEPOSIT SLIP)	PERMANENT
39	REPORTS: 1. FINANCIAL DATA ENTRY SYSTEM (FINDES) 2. ADVICE OF CHECKS ISSUED AND CANCELLED (ACIC) 3. LIST OF DUE AND DEMANDABLE ACCOUNTS PAYABLE TO DEBIT ACCOUNTS (LDDAP-ADA)	PERMANENT
40	REQUESTS FOR CREATION/UPDATING OF DOCUMENT TRACKING SYSTEM ACCOUNT	1 YEAR
41	SCHEDULE ON THE USE OF THE LIBRARY HUB	10 YEARS
42	SCHOOL BORROWER'S NARRATIVE REPORT	10 YEARS
43	SCHOOL FORM 4 (Monthly Learners Movement & Attendance) Spreadsheet	5 YEARS
44	SCHOOL FORM 5 (Report on Promotion & Level of Proficiency) Spreadsheet	5 YEARS
45	SCHOOL FORM 6 (Summarized Report on Promotion & Level of Proficiency) Spreadsheet	5 YEARS
46	SCHOOL FORM 7 (School Personnel Assignment List & Basic Profile)	PERMANENT
47	SCHOOL LIBRARY PROFILING (ELEM & SEC)	10 YEARS
48	SESSION GUIDES (STRUCTURED LEARNING EPISODES)	1 YEAR AFTER UPDATED
49	STATUS OF LEARNING RESOURCE PORTAL	10 YEARS

50	STORYTELLING PARTICIPATION SHEET	10 YEARS
51	STORYTELLING PICTURES	10 YEARS
52	SUBMITTED STORYTELLERS & PARTICIPATING SCHOOLS	10 YEARS
53	SUMMARY OF PROCESSED SUPPLEMENTARY READING MATERIALS	10 YEARS
54	SUPERVISORY PLAN	2 YEARS
55	SYSTEMS (ODTS, QPAMS, TEXT HELEN)	PERMANENT
56	THESES AND DISSERTATIONS	10 YEARS
57	TRAINING NEEDS ASSESSMENT	5 YEARS
58	USE OF LIBRARY HUB RESERVATION FORM	1 YEAR
<i>Nothing Follows</i>		