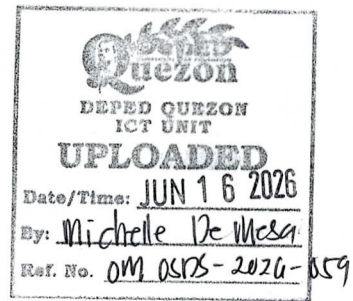




Republic of the Philippines
Department of Education
 REGION IV-A - CALABARZON
 SCHOOLS DIVISION OF QUEZON PROVINCE



16 June 2026

OFFICE MEMORANDUM
OSDS-2026- 059

CY 2026 ANNUAL INVENTORY OF PUBLIC RECORDS IN THE SCHOOLS DIVISION OFFICE (SDO) OF QUEZON

- To:** Assistant Schools Division Superintendents
 Division Chiefs
 Unit/Section Heads
 Records Management Improvement Committee (RMIC)
 RMI – Sub Committee Members
 All Others Concerned

Pursuant to **Rule 25, Article 29** of the Implementing Rules and Regulations (IRR) of **Republic Act No. 9470**, otherwise known as the “*National Archives of the Philippines Act of 2007*,” all government offices are mandated to regularly conduct an inventory of public records under their custody.

In compliance with this mandate, this Office, through the Records Section, announces the conduct of the **CY 2026 Annual Inventory of Public Records in the Schools Division Office (SDO) of Quezon**. All Records Management Improvement (RMI) Sub-Committee members are hereby directed to update the inventory of records under their custody using the **Automated Records Inventory System (ARIS) Version 1.0**.

This undertaking aims to:

- a) determine the volume of records holdings of the Office;
- b) identify the physical location and condition of documents and records;
- c) determine records of continuing value and significance; and
- d) facilitate the disposal of valueless records to improve records management efficiency and optimize office space.

To ensure the efficient conduct of the inventory and disposal activities, the following schedule shall be strictly observed:

Activity	Schedule
1. Actual Inventory of Physical Records	June 16 to 30, 2026
2. Submission of Duly Signed NAP Form 1 (Inventory and Appraisal Form)	July 1, 2026

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Activity	Schedule
3. Submission of Consolidated NAP Form 1 to Regional Office	July 2 to 3,2026
4. Transfer of Valueless Records	July 2 to 10,2026
5. Packaging of Valueless Records	July 13 to 17,2026
6. Submission of Request for Disposal to the National Archives of the Philippines	July 20 to 24,2026
7. Actual Disposal	Subject to the schedule of representatives from the NAP
<i>Nothing follows</i>	

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


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

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