



Republic of the Philippines
Department of Education

Caraga Region

SCHOOLS DIVISION OF SURIGAO DEL SUR

Office of the Schools Division Superintendent

20 OCTOBER 2021

Division MEMORANDUM

No. **✓33** s. 2021

DIVISION ORIENTATION ON MANAGING RECORDS DISPOSITION AND CONTROL

To: Public Schools District Supervisor/District In-Charge
Administrative Officer II
Select Division Office Personnel
This Division

1. Per DepEd Memorandum No. 133, s. 2016, entitled "National Inventory of Public Records and National Archives of the Philippines General Circular No. 1 & 2 s. 2009, entitled "Rules and Regulations Governing the Management of Public Records and Archives Administrations; and Guidelines on the Disposal of Valueless Records in Government Agencies".
2. This Office will conduct a Division Orientation on Managing Records Disposition and Control on October 29, 2021 at 9:00 O'clock in the morning. This activity aims to equip the field on the proper management, control and disposition of records.
3. The participants are the Administrative Officer II and select Division Office Personnel. They must have stable internet connection and must log-in 30 minutes before the schedule time via this link meet.google.com/mjo-zudr-rvn
4. Participants are required to download DepEd Memorandum No. 133. S. 2016 and NAP General Circular ! & 2 and GRDS series of 2009 as a reference in the said orientation.
5. Immediate dissemination of this memorandum is desired.


JOSITA B. CARMEN, CESO V
Schools Division Superintendent

Encl.: N O N E

Reference: DepEd Memo. No. 133, s. 2016
NAP General Circular 1 & 2 and GRDS s. 2019



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