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13779 - 2020

DATE:

DEC 10 2020



Republic of the Philippines
Department of Education

Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

Office of the Schools Division Superintendent

December 10, 2020

Division MEMORANDUM
No. **427**, s. 2020

DIVISION ROLL-OUT ON MANAGING RECORDS DISPOSITION AND CONTROL

To : Public Schools District Supervisor/District In-Charges
Administrative Officer II
District Administrative Assistant
Select Division Personnel

1. Per DepEd Memorandum No. 133, s. 2016, entitled "National Inventory of Public Record, 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 Administration; and Guidelines on the Disposal of Valueless Records in Government Agencies".
2. This Office will conduct a Division Roll-Out on Managing Records Disposition and Control on December 17, 2020 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, District Administrative Assistant and select Division Personnel. They must have stable internet connection and must log-in 30 minutes before the schedule time via this link <https://meet.google.com/xpw-tgqv-upr>.
4. Participants are required to download DepEd Memorandum No. 133, s. 2016 and NAP General Circular 1 & 2 and GRDS series of 2009 as a reference in the said roll-out.
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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To be indicated in the Perpetual Index
under the following subjects:

RECORDS CONTROL AND DISPOSITION
INVENTORY OF PUBLIC RECORDS

JDM//WEBINAR UPLOADING OF SCHOOL RECORDS
427/DECEMBER 10, 2020



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