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13779 - 2020

DATE:



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.
- 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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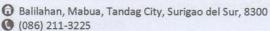
Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

To be indicated in the <u>Perpetual Index</u> 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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