



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION




REGIONAL MEMORANDUM

Np. 1080, s. 2023

To: Schools Division Superintendent
- Administrative Officer IV, Records Unit
All Others Concerned

**INVENTORY OF RECORDS AND UPDATING OF THE DEPED
RECORDS DISPOSITION SCHEDULE (DEPED RDS)**

1. Attached is OUA-OUT-092023-5 dated September 20, 2023 signed by Mr. Nolasco A. Mempin, Undersecretary for Administration re: the conduct of series of activities to update the DepEd RDS.
2. Attention is invited to the enclosures for the conduct of the three activities and their indicative schedules.
3. For more information and clarification, you may contact Ms. Princess Baquiran at 0926-0071563 and Mr. Richard S. Covita at 0945-6728004, or email them at as.rd@deped.gov.ph copy furnish as.od@deped.gov.ph.
4. For immediate and strict compliance.


WILFREDO E. CABRAL, CESO III
Regional Director

Encl.: As stated



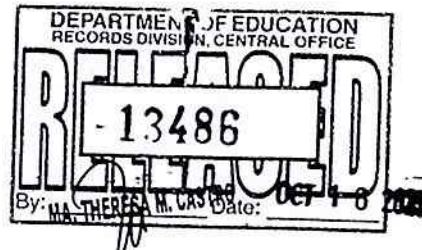
Address: Misamis St., Bago Bantay, Quezon City
Email address: ncr@deped.gov.ph
Website: depedncr.com.ph

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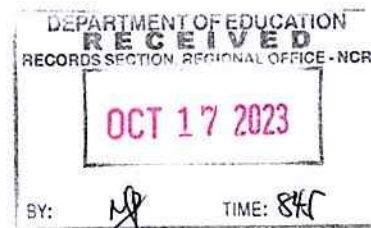
OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION



OUA-OUT - 091023 - 5

MEMORANDUM

**FOR : UNDERSECRETARIES
 ASSISTANT SECRETARIES
 BUREAU/SERVICE DIRECTORS
 DIVISION CHIEFS/HEADS OF OFFICES
 REGIONAL DIRECTORS
 SCHOOLS DIVISION SUPERINTENDENTS
 ALL OTHERS CONCERNED**



FROM : NOLASCO A. MEMPIN
 Undersecretary for Administration

**SUBJECT: INVENTORY OF RECORDS AND UPDATING OF DEPED
 RECORDS DISPOSITION SCHEDULE (RDS)**

DATE : September 20, 2023

The RDS of the Department of Education was created and approved by the National Archives of the Philippines (NAP) on April 19, 2010, in compliance with Republic Act 9470 entitled "An Act to strengthen the system of management and administration of archival records, establishing for the purpose the National Archives of the Philippines, and for other purposes", specifically, General Circular No. 1, dated January 20, 2009, which mandates each government agency to establish its own Records Disposition Schedule (RDS).

Records Disposition Schedule is a listing of records series by organization showing for each record series the period of time it is to remain in the office area, in the storage area, and its preservation or destruction. It covers the Agency's substantive records and those records not included in the General Records Disposition Schedule (**GRDS**) issued by NAP. The **GRDS** is a listing of records common to all government agencies as determined by the NAP. Thus, **RDS** serves as a guide in the disposition of records, the systematic transfer of



DepEd Philippines



@depdedphilippines



@DepEd_PH



www.depded.gov.ph

Room 508, 5th Floor Mabini Building, DepEd Complex, Meralco Avenue, Pasig City 1600

Telephone No.: (02) 8638-1780; Email: usecforadministration@depded.gov.ph



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non-current records from an office to any records storage area, the identification and preservation of permanent records, as well as the outright destruction of records that are no longer of value to the Department.

Retention Period, on the other hand, is an important component of decisions on the disposal of records since it determines the specific period of time, as established and approved by the NAP, as the life span of records, after which they are deemed ready for permanent storage or destruction.

There is an imperative need to make the DepEd-RDS updated and necessitated by substantial organizational and policy shifts and changes in its structure since CY 2010. Hence, the following necessary steps must be undertaken by DepEd.

1. Conduct of the inventory of records in offices in accordance with the guidelines prescribed by NAP;
2. Review the DepEd Records Disposition Schedule;
3. Revisit the retention period based on the value and necessity of records;
4. Recommend approval to the Management of the results of actions taken on items 1, 2, and 3 hereof; and
5. Submit to NAP for its evaluation and approval of the updated DepEd RDS.

In view of the foregoing, the Administrative Service-Records Division will conduct series of activities to update **the DepEd Records Disposition Schedule (RDS)**.

	TITLE OF ACTIVITIES	PARTICIPANTS	DATES/VENUES
1	One-day Seminar on the Inventory of Records and Updating of Records Disposition Schedule (RDS) for Records Custodians of CO.	(1) Designated Primary Records Custodian in every office in the CO	October 24, 2023 Bulwagan ng Karunungan



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2	One-day Online Seminar on the Inventory of Records and Updating of Records Disposition Schedule (RDS) for the Records Officers from Regional and Division Offices and Selected Records Custodians of Schools.	(1) Records Officer from all ROs (2) Records Officer from all the SDOs (3) Records Custodians from selected schools	October 26, 2023 MS Teams
3	Two-day workshop on the Consolidation, Analysis, and Finalization of the Submitted Inventory of Records.	• Facilitators/Secretari at from AS-RD • NAP Resource Person Selected participants from: • Records Officers of RO and SDO • Records Custodians-Schools	November 14-16, 2023 (inclusive of travel time) Venue - Luzon Area (TBA) <i>Note: Separate Memo shall be issued for this activity</i>

Further details for the conduct of the three (3) activities are hereto attached for reference.

For more information and clarification, you may contact Ms. Princess Baquiran at 0926-0071563 and Mr. Richard S. Covita at 0945-6728004, or email us at as.rd@deped.gov.ph copy furnish as.od@deped.gov.ph.

For immediate and strict compliance.



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DETAILS FOR THE CONDUCT OF THE THREE (3) ACTIVITIES

Activity No. I

One-day Seminar on the Inventory of Records and Updating of Records Disposition Schedule (RDS) of Records Custodians of the Central Office (CO)

- All offices in the CO are requested to update or validate the names of designated Primary Records Custodians (PRC) and Alternate PRC as listed in **Annex "A"** by submitting the attached Form **Annex "B"** to the Records Division on or before **October 15, 2023**. Hereto attached Memorandum dated 091922 re: Designation of OPRC and ARC, for your reference.
- Due to the limited budget, only one (1) participant from each office, either the primary or alternate PRC shall participate and register through this link <https://bit.ly/RDSActivity1> on or before **October 20, 2023**.
- The program shall strictly start at exactly 8:00 AM on October 24, 2023, right after the registration and distribution of meal stubs (breakfast, AM snacks, lunch) to registered participants only which shall start at 7:00 AM.

Activity No. II

One-day Webinar on the Inventory of Records and Updating of Records Disposition Schedule (RDS) of Records Officers of Regional and Division Offices and Selected Records Custodians of Schools

- The Distribution List of Participants is listed in **Annex "C"**:
 - All Records Officers of RO and SDO (1 each)
 - Records Custodians from Schools - one each per Region who will be chosen by the respective Regional Directors.
- All participants are advised to register through this link <https://bit.ly/RDSActivity2> on or before **October 20, 2023**
- The link for the program proper shall be emailed one day before the program proper to registered participants only.
- Microsoft Teams shall be used as the platform for the online seminar. All participants shall ensure that their Microsoft Teams account is active. For issues and concerns on this matter, please coordinate with your respective Information Technology Officer (ITO).
- The program shall start at exactly 8:30 AM and all participants are required to enter the teams at least 15 minutes before the program.



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Activity No. III

Two-day workshop on the Consolidation, Analysis, and Finalization of the submitted Inventory of Records and Updating of Records Disposition Schedule (RDS)

- The Distribution List of Participants is listed in **Annex "D"**.
- All participants are advised to register through this link **<https://bit.ly/RDSActivity3>** on or before **November 10, 2023**
- All expenses such as board and lodging, honorarium of Resource Persons, TEV, supplies, materials, and miscellaneous expenses shall be charged against the FY 2023 – Work and Financial Plan GASS/GMS Fund of the Records Division, Administrative Service with Activity Code: AC-23-AS-RD-GASS-2-003.
- A separate advisory will be issued regarding the exact venue, names of participants, and other arrangements for the check-in and meals schedules.



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ANNEX C

ACTIVITY 2

DISTRIBUTION LIST OF PARTICIPANTS

One-day Online Seminar on the Inventory of Records and Updating of Records Disposition Schedule (RDS) for the Records Officers from Regional and Division Offices and Selected Records Custodians of Schools

October 26, 2023

Microsoft Teams

REGION	ALLOTTED NO. OF PARTICIPANTS			TOTAL NO. OF PARTICIPANTS
	REGIONAL OFFICE	DIVISION OFFICE	SCHOOL	
I	1	15	1	17
II	1	9	1	11
III	1	20	1	22
IV-A	1	23	1	25
IV-B	1	7	1	9
V	1	13	1	15
VI	1	21	1	23
VII	1	20	1	22
VIII	1	13	1	15
IX	1	8	1	10
X	1	14	1	16
XI	1	11	1	13
XII	1	8	1	10
CARAGA	1	12	1	14
CAR	1	8	1	10
NCR	1	17	1	19
GRAND TOTAL				251



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ANNEX D

ACTIVITY 3

DISTRIBUTION LIST OF PARTICIPANTS

Two-Day Workshop on the Consolidation, Analysis, Consultation, and Finalization of the Submitted Inventory of Records for the Updated Records Disposition of Records

November 14-16, 2023
Luzon Area (TBA)

LIST OF PARTICIPANTS	
Regional Office	6
Division Office	4
School	3
Central Office	8
Resource Person	1
Total	22