

# Republic of the Philippines **Bepartment of Education**

Administrative Service

AS-OD-MEMO-2022-001 February 22, 2022

FOR

ESTELA L. CARIÑO

REGIONAL DIRECTOR Regional Office CAR



SCHOOLS DIVISION SUPERINTENDENTS CONCERNED

SUBJECT

REITERATION OF THE SUBMISSION OF THE DEPARTMENT'S

UPDATED NATIONAL INVENTORY OF RECORDS TO THE

NATIONAL ARCHIVES OF THE PHILIPPINES (NAP)

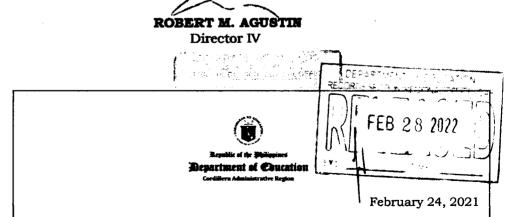
This refers to the letter dated January 2, 2022 of the Executive Director, National Archives of the Philippines (NAP), addressed to the Secretary of Education. The letter is about the status of the Department's compliance to the submission of the National Inventory of Records (NIRs) which, as per NAP, they have received only 121 out of the expected 245 inventories from the Department's Regional Offices (ROs), Schools Division Offices (SDOs), and attached agencies.

Our Department was provided with a listing of ROs and SDOs that have not submitted their respective NIRs. In addition, the Office of the Undersecretary for Administration issued its OUA Memorandum No. 00-0122-0096 dated January 6, 2022 enjoining all Field Office Units to conduct an inventory of records which would greatly help in the recovery and reporting of damaged records.

All Offices concerned, as found in the attached List, are requested to comply **not** later than April 30, 2022 by submitting the updated inventory of records to NAP thru email address: <u>rmsd@nationalarchives.gov.ph.</u> They may also be contacted thru their office number at (02) 8521 3034 for appropriate assistance.

For any information and queries on this subject, please contact Ms. Rose Marie D. Moscoso or Ms. Alma D. Apanay of the Administrative Service-Records Division (AS-RD) through 0906 464 3647 and 0935 877 8396, respectively. Both personnel may also be reached through email address: <a href="mailto:as.rd@deped.gov.ph">as.rd@deped.gov.ph</a>.

For your compliance.



To: All Schools Division Superintendents
All Others Concerned

For information, guidance and compliance

FOR THE REGIONAL DIRECTOR:

MAKSIM A. FOTILAS, PhD Chief Administrative Officer

ADMIN/RS/MAB/SDB/JJD



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For your compliance.

ROBERT M. AGUSTIN

**Director IV** 



## NATIONAL ARCHIVES OF THE PHILIPPINES Pambansang Sinupan ng Pilipinas

2 January 2022

HON, LEONOR M. BRIONES Secretary Department of Education

2.n LAN 2022

Dear Secretary Briones:

From the National Archives of the Philippines (NAP), Mabuhay!

We would like to respectfully follow up on the complete submission of the National Inventory of Records in your Department and attached agencies. Please be informed that until now we have not received all the agreed-upon submissions.

Based on your website listing, we are supposed to receive a total of 245 National Inventories from your Department's Regional Offices, Division Schools, and five (5) attached agencies. However, as of this date, we received only 121 inventories. Enclosed is the list of agencies that have not yet submitted again for your reference.

In connection with this, may we request for tour updated inventories for these will serve in the updating of your agency's Records Disposition Schedule (RDS).

We look forward to a favorable response. Should you have other concerns, your colleagues may get in touch with Ms. Ehxia R. Dondonilla, Jose Domlingo Barola and Ma. Patricia C. Suliba of the Records Management Services Division (RMSD) at 85213034 or through email rmsd@nationalarchives.gov.ph.

In the closing, please accept the assurances of our highest considerations and continuing esteem.

Thank you.

Very truly yours,

VICTORINO MAPA MANALO Executive Director

Victoria n. Mansle

1765 Paz M. Guazon Street, Paco, Manila 1007 Tel. Nos. 404-8615/708-8656/524-3231 Website: www.nationalarchives.gov.ph

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Regions/Attached Agencies/Bureaus  1 DepEd Central Office	listing from website
2 Regional Office	
3! llocos Norte	
4 lloces Sur	-
5. La Union	
6) Pangasinan i	
7, Pangasinan II	
8 Alaminos City	
9 Candon City	
10 Dagupan City	
11 Laoag City	
12 San Carlos City	
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14 Urdaneta City	
15 Vigan City	
16 Batac City	
17 Regional Office II	
18 Batanes	
19 Cagayan	
20 Isabela	
21 Nueva Vizcaya	
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23 Cauayan City	
24: Santiago City	· ••• • • • • • • • • • • • • • • • • •
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42 Diongapo City	
43 San Fernando City	
44) San Jose City	
45 San Jose del Monte City	
46 Tarlac City	

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50	Cavite
51	Laguna
52	Queton
53	Rizal
54	Antipolo City
55	Batangas City
56	Calamba City
57	Cavite City
58	Dasmarinas City
59	Lipa City
60	Lucena City
61	San Pablo City
62	Sta. Rosa City
63	Tanauan City
64	Tayabas City
65	Bacoor City
65	Imus City
67	Regional Office IV-B
68.	Marinduque
69	Occidental Mindoro
70	Criental Mindoro
71	Palawan
72	Rombion
73	Puerto Princesa City
	Regional Office V
75	Albay
76;	Camarines Horte
77	Comorines Sur
78	
79;	Masbate
80	Sorsogon
81	Iriga City
82	Legazpi City
83	Ligao City
84	Masbate City
85,	Naga City
86	Sorsogon City
87:	Tabaco City
-	Regional Office VI
89	Aklan
90	Antique
91	Capiz
52	Guimaras
93	loilo
94	Negros Occidental
95	Bacolod City
96	Ragn City
97	Cadio City

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105	San Carlos City	1
106	Silay City	-i
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108	Bahal	
109	Cebu	
110	Negros Oriental	
111	Siguijor	
112	Dals City	
113	Rayawan City	
114	Bogo City	
115	Carcar City	
116	Cebu City	_1
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118	Durnaguete City	
119	Guihulogan City	
120	Lapu-lapu City	
121	Mandaue City	
122	Naga City	
123	Tagbilaran City	
124	Talisay City	
125	Tanjay City	
126	Toledo City	
127	Regional Office VIII	
128	Biliran	
129	Eastern Samar	
130	Leyte	1
131	Northern Samar	-
132	Samar (Western)	
133	Southern Leyte	
134	Borongan City	
135	Calbayog City	
136	Cathalogan City	
137	Maasin City	•
138	Ormoc City	.
139	Tacloban City	
140	Baybay City	,i
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143	Zamboanga del Sur	1
144	Zamboanga Sibiigay	1
145	Dapitan City	1
146	Isabela City	1
147	Pagadian City	7

148	Zamboanga City	
	Regional Office X	
150	Bukidnon	
151	Camiguin	
152	Lanao del Norte	
153	Misamis Occidental	
154	Misamis Oriental	
155	Cagayan de Oro City	
156	Gingoog City	
157	Higan City	
158	Oroquitea City	
159	Ozamis City	
160	Tangub City	
161	Valencia City	
162	legional Office XI	
163	Compostella Valley	
164	Davao del Norte	
265	Davao del Sur	
166	Davao Oriental	
167	Davao City	
168	Digos City	
169	Mati City	
270	Panabo City	
171	Samal City	
272	Tagum City	
	legional Office XII	
	Cotabato	
175	Saranggani	
176	South Cotabato	
177	Sultan Kudarat	
178	Cotabato City	
179	General Santos City	
180	Kicapawan City	
181	Koronadal City	
182	Tacurong City	
	legional Office XIII (CARAGA)	
184	Agusan del Norte	
185	Agusan del Sur	
186	Dinagat Island	
187	Surigao del Norte	
188	Surgao del Sur	
189	Bayugan City	
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258	Philippine High School for the Arts		
257	Jolo		
256	Marinduque		
255	Fort Pilar		
254	Cebu		
253	Tobaco		
252	Butuan City		
251	Palawan		
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249	Magsingal		
248	Kiangan		
247	Kabayan		
246	Padre Burgos	1	

#### Schools (Total Submissions)

635

#### Sources:

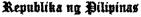
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http://www.deped.gry.ch/contact/directory/regional-offices

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http://nationalmuseum.cov.co/nationalmuseumbeta/ASSMD/Ancoro.html









# Kaqawaran ng Edukasyon

Tanggapan ng Pangalawang Kalihim

#### **OUA MEMO 00-0122-0096 MEMORANDUM**

06 January 2022

For:

Regional Directors

Schools Division Superintendents

All Others Concerned

Subject:

DISSEMINATION OF THE NATIONAL ARCHIVES OF THE

PHILIPPINES (NAP) GUIDELINES ON RECORDS RECOVERY

AND DISPOSAL MEASURES

As part of the response to the effects of Typhoon "Odette," specifically the destruction of the Department's official records, the Office of the Undersecretary for Administration (OUA) disseminates NAP Memorandum Circular No. 1, s. 2014 titled Guidelines on Records Recovery and Disposal Measures.

Please note that the NAP is ready to conduct post-disaster missions and/or workshops in the affected areas. It will assist agencies in protecting and salvaging their records and archives in times of calamities, emergencies and disasters. For this purpose, all concerned may contact the NAP Office through (02) 8574 3231 or email at nationalarchives@nationalarchives.gov.ph .

In reference to DepEd Memorandum No. 133, s. 2016 titled National Inventory of Public Records, the OUA also enjoins all concerned to conduct an inventory of records which would greatly help in the recovery and reporting of damaged records.

For more information and queries on this subject, please contact Ms. Rose Marie D. Moscoso and Ms. Alma D. Apanay of the Administrative Service-Records Division (AS-RD) through 0906 464 3647 and 0935 877 8396, respectively. Both personnel may also be reached through email at as.rd@deped.gov.ph .

For information and compliance.

ALAIN DEL/A

Undersecretary





Office of the Undersecretary for Administration (OUA)

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRMMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]

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