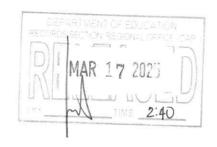


Republic of the Philippines

Department of Education

CORDILLERA ADMINISTRATIVE REGION



13 March 2025

REGIONAL MEMORANDUM NO. 201 · 2025

TRAINING OF TRAINERS (TOT) ON THE UTILIZATION OF DOCUMENT TRACKING SYSTEM AND ELECTRONIC RECORDS MANAGEMENT CUM BENCHMARKING

To: Assistant Regional Director RO Functional Division Chiefs Schools Division Superintendents All others concerned

- 1. Pursuant to Republic Act No. 9470, titled "National Archives of the Philippines Act of 2007," and Republic Act No. 11032, titled "Ease of Doing Business and Efficient Government Service Delivery Act of 2018," government offices are mandated to implement standardized electronic records management practices to ensure transparency, efficiency, and compliance with national policies.
- 2. In this connection, this Office, through the Administrative Services Division (ASD), shall conduct the **Training of Trainers (TOT) on the Utilization of Document Tracking System (DTS) and Electronic Records Management (ERM) cum Benchmarking on April 1-4, 2025** in Manila, at a specific venue to be announced later.
- 3. The activity aims to enhance records management through skills development, digital solutions in compliance with national policies. Specifically, participants shall:
 - describe national policies on physical and electronic records management and classify records based on regulatory guidelines;
 - b. demonstrate the use of document tracking systems with disaster preparedness and utilize ICT solutions for records management; and
 - c. receive orientation on digital records management practices, archival processes, and improve strategies based on best practices and cascade learnings.
- 4. Relative to this, participants identified in Enclosure 1 shall bring their laptops and accomplish the pre-training activities:
 - a. Identify the records applicable per FD/SDO specified under column 1 (Records Series Title and Description) of the NAP Form 1 "Records Inventory and Appraisal Report" attach as Enclosure 2 and fill out column 2 (Period Covered).
 - b. ITOs to integrate in the DTS the necessary entries to be used in the workshop.
- 5. Expenses for the board and lodging shall be borne by the Regional Office. The first meal shall be dinner on April 1, 2025, and the last meal is PM snacks of April 4, 2025. Travel and other related expenses shall be charged against local funds subject to existing accounting and auditing rules and regulations.
- 6. Should there be queries and/or clarifications, please contact Maksim A. Botilas, CAO-ASD through email address at car@deped.gov.ph.
- 7. For information and guidance of all concerned.

ESTELA P. LEON-CARIÑO Edd, CESO III

Director IV/ Regional Director







Address: DepEd-CAR Complex, Wangal, La Trinidad, Benguet, 2601 Telephone No: (074) 422 – 1318

Email Address: car@deped.gov.ph DepEd Tayo Cordillera





List of Participants	
Particulars	NO.
ORD	3
 RD ESTELA P. LEON-CARIÑO EdD, CESO III /ARD RONALD B. CASTILLO)
Jumar B. Yago-an	
Clinton P. Bugtong	
ASD	4
 Maksim A. Botilas/ Cornelia D. Adaci-Dulnuan 	
 Daisy P. Eswat 	
 Jayb B. Ngateg 	
 Driver-Secretariat 	
Functional Divisions (RMIC Member or representative)	
ASD	1
Lilia A. Banawe	
CLMD	1
Elizabeth C. Kial	
ESSD	1
Georgina C. Ducyaso	
Finance	1
Laarni J. Benjok	
FTAD	1
Edgar H. Madlaing	
HRDD	2
Rosita C. Agnasi	
Butter B. Bligat	1
ORD	
Atty. Vanessa B. Flora	
PPRD	1
Ethielyn E. Taqued	
QAD	1
 Jose Lorenzo J. Cobarrubias 	
Abra	2
Wilma Pacapac	
Marlou Borja	
Apayao	2
Joselito Tabangcura	
Iyalee Manaysay	
Baguio City	2
Arian Bangse-il	
Harris G. Dizon Jr.	
Benguet	2
Melvin Alfredo	
Eric S. Wanson	
Ifugao	2
Richard L. Butale	
Gertrudes Alindayo	
Kalinga	2
Christopher D. Libunao	- 2
Michelle B. Hagoy	
Mt. Province	2
Brentford Ayochok	
Loida Elaine G. Tibong	
Tabuk City	2
Lovelyn L. Mukay	
Allan S. Dumalsin	
Total	33

Training of Trainers (TOT) on the Utilization of Document Tracking System and Electronic Records Management cum Benchmarking at the NAP Office for Regional and Schools Division Office Records Handlers and Information Technology Officers

April 1-4, 2025

TIME	TOPIC /ACTIVITY	IN-CHARGE
Day 0 4:00PM-5:00PM	Arrival /billeting/Registration	Participants
5:00-6:00	Dinner	
Day 1		
7:30- 8:00 AM	Registration	
	Preliminaries (AVP)	Participants
8:00-9:00 AM-	Opening Remarks and Statement of Purpose	CORNELIA D. ADACI-DULNUAN Supervising Administrative Officer
	Message	RONALD B. CASTILLO CESO V Director III/Assistant Regional Director ESTELA P. LEON-CARIÑO EdD, CESO III Director IV/Regional Director
9:00 AM- 12:00AM	NAP General Circular No. 1 "Rules and Regulations Governing the Management of Public Records and Archives Administration"	Resource Speaker
	With health break	
12:00NN- 1:00PM	Lunch break	
1:00-3:00PM	Introduction to Disaster Preparedness (identification of vital, important, useful records)	Resource Speaker
3:00-3:15	Health break	
3:15-5:00PM	Workshop on the updating of the classification of records in the DTS based on NAP Circular No. 1 and MC No. 3	Participants/Resource Speaker
5:00 - 6:00	Dinner	
Day 2		
7:30 AM- 8:00 AM	Registration	
8:00 AM- 8:10 AM	Preliminaries (AVP)	
8:10 AM - 12:00 NN	Implementing Electronic Records Management (ERM) Policy (MC No. 2104-01)	Resource Speaker
10.00 1.00 537	With health break	
12:00 - 1:00 PM	Lunch break	

TIME	TOPIC /ACTIVITY	IN-CHARGE
1:01 PM - 5:00PM	Immersion Activity at the National Archives of the Philippines (NAP) Office	Participants/ NAP Office
5:00 - 6:00	Dinner	
Day 3		
7:50 AM-8:00 AM	Registration	
8:00 AM - 12:00 NN	Workshop on the utilization guidelines of the DTS aligning with national regulations and improved efficiency in document tracking and security	Participants/Resource Speaker
	With Health break	
12:00 - 1:00 PM	Lunch break	
1:01 PM - 3:00PM	Wrap up and Preparation of the following: 1. Generic powerpoint presentation to be used during orientations 2.WAP and Implementation	All participants
	Plan 3. Closing program	MAKSIM A. BOTILAS PhD Chief Administrative Officer
3:00-3:15	Health break	
	Departure	

NATIONAL ARCHIVES OF THE PHILIPPINES

AGENCY Department of Education - Cordillera Administrative Region	ORGANIZATIONAL UNIT	TELEPHONE NO
ADDRESS	PERSON-IN-CHARGE OF FILES:	DATE PREPARED:

Pambansang Sinupan ng Pilipinas **RECORDS INVENTORY AND APPRAISAL** 2 PERIOD **8 UTILITY** 1 RECORDS SERIES TITLE AND DESCRIPTION **3 VOLUME IN 4 LOCATION 6 DUPLICATION** 7 TIME **9 RETENTION PERIOD** 10 Disposition Provision **COVERED** FREQUENCY **CUBIC METER** OF RECORDS VALUE VALUE **OF USE** Adm/F/L/A T/P rc Active Storage Total **DEPED-GRDS** "ADMINISTRATIVE AND MANAGEMENT RECORDS" 2 year 2 1. ACKNOWLEDGEMENT LETTER / RECEIPT 2. ATHLETIC/SPORT PROFILES: Athletes profile Letters/endorsement 1 year 1 Results Souvenir programs 3. AUTHORITIES TO TRAVEL: **Employees** 2 years 2 Officials Teachers/Principal/Asst. Principal Division Superintendents 4. AWARDS AND COMMENDATIONS PERMANENT 5. BOARD/COUNCIL FILES: Memoranda **PERMANENT** Original Letters Reports Resolutions 6. CALAMITY RECORDS 2 years 2 7. CERTIFICATE OF APPEARANCE 1 year 1 8. CERTIFICATION: Certifications, authentication and verification (CAV) Certificate of graduation Diplomas 1 year 1 Student report cards (Form 137) Special orders Enrollment 9. CHARTS: **PERMANENT** Organized/functional Process flow 10. CLEARANCE: 1 year 1 Student/teachers/employees /Tuition fees 11. CREATION OF DIVISION AND DISTRICT OFFICE **PERMANENT** RECORDS:

	2 PERIOD COVERED	3 VOLUME IN CUBIC METER	4 LOCATION OF RECORDS	5 FREQUENCY OF USE	6 DUPLICATION	7 TIME VALUE T/P	8 UTILITY VALUE Adm/F/L/A rc		ENTION PER	RIOD	10 Disposition Provision
								Active	Storage	Total	
12. COMMITTEE FILES:											
Investigating								F	PERMANENT		
Task force											
13. COMMUNICATIONS AND CORRESPONDENCE:											After acted upon
Routine								2 years		2	
Non-routine											
14. DIRECTIVE/ISSUANCES:											
Issued by the head of agency documenting policies,								г	PERMANENT		
procedures, standard, rules, regulations and programs								·	LUMAINLINI		
of the agency.											
Issued by the head of agency reflecting routinary								2		2	After superseded
information								2 years		2	
15. DIRECTORIES OF PERSONNEL/SCHOOL OFFICIALS:											After suspended
Advisories											
Bulletins								2 years			
Circulars											
16. INQUIRIES-QUERIES:											
Non-routine								2 years		2	
Routine											
17. LISTS:											
Monuments/shrines (national)								2 years		2	
Officials (local/national)											
18. MANUALS:								F	PERMANENT	•	
19. MEETING FILES (Execom/Mancom):											
Committee reports											
Minutes of meeting									PERMANENT		
Policies								·	LUMAINLINI		
Resolution											
Other related documents											
20. MESSAGES								F	PERMANENT		
21. PROGRAMS/PROJECTS:											
(paper including background material, studies, analyses,									PERMANENT		
notes, rough drafts, interim management								ŀ	EVINIUEINI		
programs/projects)											
22. PUBLICATIONS											
(created by DepEd)											
Advertisement								permanent			
Advisories											
Books											

1 RECORDS SERIES TITLE AND DESCRIPTION	2 PERIOD COVERED	3 VOLUME IN CUBIC METER	4 LOCATION OF RECORDS	5 FREQUENCY OF USE	6 DUPLICATION	7 TIME VALUE T/P	8 UTILITY VALUE Adm/F/L/A rc	9 RET	ENTION PER	RIOD	10 Disposition Provision
								Active	Storage	Total	
23. SEMINAR /WORKSHOP								1 4005		1	
/CONVENTION/INVITATIONS								1 year		1	
24. SOLICITATION:								1 year		1	
25. SPECIMEN SIGNATURE:								F	PERMANENT		
26. TRAVEL/VISIT FILES											
Foreign								1 year		1	
Local											
27. FUEL CONSUMPTION REPORTS:								1 year		1	
28. JOB ORDERS:								1 year		1	
29. STATEMENT OF ACCOUNT/BILLS (pldt,								5 years		5	
electric,water)								J years		J	
30. TRIP TICKETS								1 year		1	
31. UTILITIES AND SERVICE RECORDS:								1 year		1	
32. VEHICLE INSURANCE AND REGISTRATIONS:								1 year		1	
33. VEHICLE MAINTENANCE AND OPERATIONS								1 year		1	
RECORDS:								1 year		1	
"PROCUREMENT SERVICE AND											
SUPPLY/PROPERTY/RECORDS"											
34. ACKNOWLEDGEMENT RECEIPTS OF EQUIPMENT											After equipment had been
(ARE)/MEMORANDUM RECEIPTS OF								4		4	returned
EQUIPMENT(MRE), SEMI-EXPANDABLE AND NON-								1 year		1	
EXPANDABLE PROPERTIES:											
35. ANNUAL PROCUREMENT PROGRAMS:								3 years		3	
36. INVENTORIES AND INSPECTION REPORTS OF								4		4	After updated
UNSERVICABLE PROPERTIES								1 year		1	
37. INVENTORIES OF SUPPLIES AND											After updated
PROPERTIES/FIXTURES								1 year		1	
38. LEDGER CARDS:											
Equipment								2 years		2	
Supply								5 years		5	
39. PROCUREMENT FILES:								10 years		10	Provided project is completed and settled
Abstracts											
Bids/canvasses											
Evaluations of quotations											
Bid evaluations											
Contracts											
Invitations to bidd											
Minutes of pre-bid conference											
Modes of procurement											
Notices of award											
Notices of proceed											
Programs of work											

1 RECORDS SERIES TITLE AND DESCRIPTION	2 PERIOD COVERED	3 VOLUME IN CUBIC METER	4 LOCATION OF RECORDS	5 FREQUENCY OF USE	6 DUPLICATION	7 TIME VALUE T/P	8 UTILITY VALUE Adm/F/L/A rc	9 RET	TENTION PE	RIOD	10 Disposition Provision
								Active	Storage	Total	
Pre-bid bulletin											
Resolutions to award											
BAC resolutions											
Alternative modes of procurement											
Award shopping and other modes of procurement											
and other pertinent documents											
40. PROPERTY INVENTORIES:								1 year		1	After updated
Buildings								,			'
Equipment										4	
41. PURCHASE ORDERS:										4	
42. PURCHASE REQUESTS:								1 year		1	
43. REPORTS:											
Loss								PERM	ANENT	2	
Waste material								2 years		1	
Inspection and acceptance								1 year		1	
44. REQUISITION AND ISSUE SLIPS:								1 year		1	After updated
45. TRANSFER WITHOUT COST:								PERM	ANENT		
"FINANCE MANAGEMENT"											
46. CERTIFICATIONS:								1 year		1	
Last payments								1 year		1	
Lost checks											
47. CHECKS:								5 years	5	10	
Automated payroll deduction system expenses											
Capital outlay											
Personal services											
Maintenance and other operating expenses (MOOE)											
FUNDS											
Provident											
Realignment											
Transfer											
Trust/special purposes											
48. FINANCIAL STATEMENTS:								PERM	IANENT		
Balance sheets											
Statement of operation/income											
49. NOTICE OF CASH ALLOCATIONS:								3 years		3	
50. PAYROLLS/PAYROLL SHEETS:								5 years	5	10	
51. REMITTANCES (GSIS, HMDF, PHILHEALTH)											
Advices								5 years	5	10	
Lists								PERM	MANENT		
Loans											
Premiums											
52. REPORTS:											

1 RECORDS SERIES TITLE AND DESCRIPTION	TILE AND DESCRIPTION 2 PERIOD COVERED 3 VOLUME IN CUBIC METER OF RECORDS FREQUENCY OF USE 6 D		6 DUPLICATION	6 DUPLICATION 7 TIME VALUE T/P			ENTION PE	RIOD	10 Disposition Provision		
							Active	Storage	Total		
Financial											
Cash flow								5 years		5	
Statement of income and expenses											
Statement of government equities											
Lists of due and demandable accounts payable (LDDAP)								3 years		3	
Liquidations								5 years	5	10	
53. TAXES:								,			
Advalorem/duty								3 years	3	6	
Exemptions								3 years	3	6	
Expanded value added tax								3 years	3	6	
Income								3 years	3	6	
Withholding tax certificates								4 years		4	
54. VOUCHER, INCLUDING BILLS INVOICES AND OTHER SUPPORTING DOCUMENTS								5 years	5	10	Provided post-audited, finally settled and not inolved in any case
Disbursements											,
Journals											
Liquidations											
Petty cash											
Reimbursement expense receipts											
Travelling expenses											
"ACCOUNTING RECORDS"											
55. AUTHORITIES FOR ALLOWANCES								2 years		2	After terminated
Clothing											
Cost of Living Allowances (COLA)											
Hardship											
Representation and Transportation Allowances (RATA)											
56. BOOKS OF FINAL ENTRIES:								PERM	IANENT		
General ledgers											
Journals and analysis of ledgers											
Subsidiary ledgers											
57. BOOKS OF ORIGINAL ENTRIES:								PERM	IANENT		
Cash/check disbursements											
Cash receipts											
General journals											
Journals and analysis of obligations											
Journal of bills rendered											
Journals of checks issued											
Journals of collections and deposits											
Journals of disbursement by disbursing officers											
\$8. CONSOLIDATED ANNUAL AUDIT REPORTS								PERM	IANENT		
59. NOTICES OF TRANSFER ALLOCATION:								1 year		1	

1 RECORDS SERIES TITLE AND DESCRIPTION	2 PERIOD COVERED	3 VOLUME IN CUBIC METER	4 LOCATION OF RECORDS	5 FREQUENCY OF USE	VAL		6 DUPLICATION	TION 7 TIME 8 UTILITY VALUE VALUE T/P Adm/F/L/A rc			ENTION PE	RIOD	10 Disposition Provision
								Active	Storage	Total			
60. QUARTERLY STATEMENT OF CASH ADVANCES:								5 years	5	10			
61. TRIAL BALANCES AND OTHER REPORTS:													
Cumulative results of operations unappropriated								PERIV	1ANENT				
Monthly, quarterly trial balances								5 years		5	After consolidated in the annual financial report		
Preliminary/final annual trial balances													
Accountant's copy								5 years	5	10	After annual financial report has been published		
Auditor's copy								PERM	IANENT				
Regional office copy								5 years	5	10	After annual financial report has been published		
Pre/post closing trial balances								5 years		5	After annual financial report has been published		
"BUDGET RECORD"													
62. AGENCY BUDGET MATRICES:								3 years		3			
63. BUDGET CIRCULARS AND ISSUANCES:								5 years	5	10			
64. BUDGET PROPOSAL AND SUPPORTING								3 years		3			
DOCUMENTS:								,					
65. GENERAL APPROPRATION ACTS:								3 years		3			
66. MONTHLY CASH PROGRAMS:								3 years		3			
67. OBLIGATION REQUESTS:								3 years		3			
68. PHYSICAL AND FINANCIAL PLANS:								3 years	_	3			
69. PROGRAMS OF EXPENDITURES:								5 years	5	10			
Local National											+		
70. REGISTRIES OF ALLOTMENT								5 years		5			
71. SPECIAL ALLOTMENT RELEASE ORDERS (SARO):								3 years		3			
72. SUB-ALLOTMENT RELEASE ORDERS (SUB-ARO):								3 years		3			
"CASH RECORDS"													
73. FIDELITY BOND/BONDS								1 year		1	After renewed		
74. OFFICIAL CASH BOOKS:									IANENT				
Collection													
Disbursement													
75. OFFICIAL RECEIPTS:								5 years	5	10			

1 RECORDS SERIES TITLE AND DESCRIPTION	COVERED CUBIC METER OF RECORDS FREQUENCY VALUE		VERED CUBIC METER OF RECORDS FREQUENCY VALUE VALUE		ETENTION PERIOD 1		10 Disposition Provision			
							Active	Storage	Total	
76. RECORDS BOOKS FOR CHECK RELEASES:							5 years	5	10	After post-audited,finally settled and not involved in any case
77. REPORTS:							5 years	5	10	
Advices of checks issued and cancelled							,			
Cash/check disbursements										
Checks issued and cancelled collections										
Summaries of checks released and cancelled										
Proportional vacation pay										
"HEALTH AND NUTRITION SERVICES"		1								
78. HEALTH AND NUTRITION REPORTS:		1								
Annual							F	PERMANENT		If implemented, otherwise, dispose after 5 years from date of record
Monthly/quarterly							2 years		2	
79. LISTS:							,			
Health and nutrition personnel distribution of medicines and supplies	5						1 year		1	After updated
80. MAGNA CARTA OF PUBLIC HEALTH WORKERS:							F	PERMANENT		
81. MEDICAL/DENTAL RECORDS OF PERSONNEL/ATHLETES:										
Dental/medical cards								PERMANENT		
Health profiles							F	PERMANENT		
Laboratory results							2 years		2	
82. SCHEDULES OF NURSES AND DENTISTS:							1 year		1	
83. SPECIAL PROJECTS/PROGRAMS:							F	PERMANENT		
Dental health programs										
Medical and nursing health programs										
Nutrition programs		1				1				
"HUMAN RESOURCES MANAGEMENT SERVICES" (PERSONNEL SERVICES)										
84. ANNUAL SUMMARY REPORTS FOR REPLACEMENT PROGRAMS FOR NON-ELEGIBLES:							5 years		5	
		+		+						
85. APPLICATIONS/RECOMMENDATIONA FOR EMPLOYMENT							1 year		1	
86. APPLICATIONS FOR LEAVE OF ABSENCES:							1 year		1	After recorded in leave cards
Maternity										
Parental (solo parents)										
Paternity										
Privilege/special										

1 RECORDS SERIES TITLE AND DESCRIPTION	2 PERIOD COVERED	3 VOLUME IN CUBIC METER	4 LOCATION OF RECORDS	5 FREQUENCY OF USE	6 DUPLICATION	7 TIME VALUE T/P	8 UTILITY VALUE Adm/F/L/A rc	9 RET	ENTION PE	RIOD	10 Disposition Provision
								Active	Storage	Total	
Rehabilitation											
Stick											
Study								1 year		1	After recorded in leave cards
Terminal								1 year		1	After recorded in leave cards
Vacation											
Violence against women and children (VAWC)											
Details											
Stations											
87. AUTHORITIES TO FILL VACANT POSITIONS:								2 years		2	After position ha been filled up
88. CLAIMS ON EMPLOYEES COMPENSATION:								5 years	5	10	
89. CERTIFICATES OF ELIGIBLES:								2 years		2	
90. CONTRACTS TO TEACH:								5 years	5	10	
91. DAILY TIME RECORDS:								1 year		1	After data have been posted in leave cards and post-audited
92. EQUIVALENT RECORDS FORMS WITH TRANSMITTAL								5 years		5	After separated from office
93. JOB ORDER CONTRACTS:								1 year		1	After terminated
94. LEAVE CARDS:								5 years	10	15	After separated /retired of concerned employee
95. LETTERS OF INTRODUCTION:								2 years		2	concerned employee
96. MEDICAL CERTIFICATES DUE TO ILLNESS								3 years		3	
97. MEMBERSHIP FILES:								3 years			
GSIS											
PAG-IBIG											
PHILHEALTH								F	PERMANEN	Γ	
Others	1	1		1							
98. MONTHLY REPORTS OF SERVICE AND	1	1		1							
ATTENDANCE/ABSTRACTS OF ABSENCES:								2 years		2	
99. NEW APPRAISAL PERFORMANCE SYSTEM FILES:											
Performance appraisals/evaluations/rating reports								1 year		1	
Performance rating cards								5 years		5	
Performance target worksheet								1 year		1	
100. NOTICE OF ASSIGNMENTS:								1 year		1	
List											
Details											
Stations											
8101. PERMITS TO STUDY/TEACH:								1 year		1	After renewed/terminated

1 RECORDS SERIES TITLE AND DESCRIPTION	2 PERIOD COVERED	3 VOLUME IN CUBIC METER	4 LOCATION OF RECORDS	5 FREQUENCY OF USE	6 DUPLICATION	7 TIME VALUE T/P	8 UTILITY VALUE Adm/F/L/A rc		ENTION PEI	RIOD	10 Disposition Provision
								Active	Storage	Total	
102. PERSONNEL FOLDERS (201 FILES):								5 years	10	15	After retired/separated
Appointment											
Reappointment of teachers		-						1			
Approvals of retirement								1			
Awards								1			
Change of status								1			
Designations								1			
Dropping from the rolls (AWOL)								1			
First/last day of service certifications											
Longevity											
Notice of salary adjustment (NOSA)											
Notices of step increment (NOSI)	1							1			
Oaths of office											
Personal data sheets (latest)											
Position description forms											
PRC license											
Report of rating (eligibilities)											
Resignations/transfers/reinstatements/return to duty											
Separations											
Service records (updated)											
Transcript of records											
103. PERSONNEL SERVICES ITEMIZATION AND								DEDA	1ANENT		Other copies dispose after 3
PLANTILLA OF PERSONNEL:								PERIV	IAINEINI		years
104. POSITION/ITEM FILES:								2 years		2	After follow-up/approval
Conversion											
Creation											
Deployment											
Extension											
Reclassification and transfer								2 years		2	After follow-up/approval
Requests for position											
105. PROMOTION RECORDS:								2 years		2	After vacant position has been filled
106. PUBLICATIONS OF VACANT POSITION:	1										
Filling up of positions								2 years		2	After vacant position has been filled
Protest ranking											
Recommendations											
107. RECORDS OF SERVICE CREDITS								1 year		1	After recording in the level codes
108. SCHOLARSHIP FILES:		†									
On-the-job trainees								2 years		2	
Students								1 year		1	
Teachers								4 years		4	

1 RECORDS SERIES TITLE AND DESCRIPTION			4 LOCATION OF RECORDS	5 FREQUENCY OF USE	6 DUPLICATION	7 TIME VALUE T/P	8 UTILITY VALUE Adm/F/L/A rc	9 RET	ENTION PEI	RIOD	10 Disposition Provision
								Active	Storage	Total	
109. SEPARATION ORDERS/EXTRACTS OF											
RETIRED/TRANSFERRED/SEPARATED PERSONNEL:								1 year		1	
, , , , , , , , , , , , , , , , , , , ,								,			
110. SERVICE CARDS:								F	PERMANENT	-	
111. SERVICE RECORDS:								2 years		2	
112. STATEMENTS OF ASSETS AND LIABILITIES:								5 years	5	10	
"LEGAL SERVICES"								,	_		
113. ADMINISTRATIVE DECISIONS (WITH RESPECT TO									I		
CASES/ OPINIONS/ DECISIONS/ RESOLUTIONS								PERM	1ANENT		
/ORDERS)											
114. CASES		1									After finally settled except
								4 years	3	7	decisions which are permanent
Administrative											
Civil service commission											
Department of education											
Ombudsman											
Civil/criminal											
115. COMPLAINTS/GRIEVANCES:								5 years		5	
Actions taken on the complaints											
Counter affidavits and/or answers											
Investigations reports											
Rejoinders											
Resolutions											
116. CONTRACTS OF SERVICE (CONTRACT RECORDS											
INCLUDING CORRESPONDENCES/RELATED PAPERS):								5 years		5	
117. CORRECTIONS OF NAME/BIRTH DATE								PERM	1ANENT		
Personnel								_			
Students								F	PERMANENT		
118. DEEDS (ACQUISITION OF BOOKS/TEACHING AIDS											
AND VEHICLES):								_		_	
Donations								ŀ	PERMANENT		
Sales		1									
119. MEMORANDA OF AGREEMENT/UNDERSTANDING	i							PERM	1ANENT		
"PHYSICAL PACILITIES AND SCHOOL ENGINEERING SERVICES"											
120. ASSESSMENT OF SCHOOL:		1						5 years		5	
121. EDUCATIONAL FACILITIES MANAGEMENT MANUALS:									PERMANENT		
122. INVENTORIES OF SCHOOL BUILDINGS AND								1 year		1	After superseded

1 RECORDS SERIES TITLE AND DESCRIPTION	2 PERIOD COVERED	3 VOLUME IN CUBIC METER	4 LOCATION OF RECORDS	5 FREQUENCY OF USE	6 DUPLICATION	7 TIME VALUE T/P	8 UTILITY VALUE Adm/F/L/A rc	A			10 Disposition Provision
								Active	Storage	Total	
123. SUMMARIES OF ESTIMATED COST OF								5 years		5	
REHABILITATION:								3 years		J	
"BASIC EDUCATION INFORMATION SERVICES"											
124. GOVERNMENT INFO SYSTEM BASED SCHOOL PROFILING SYSTEM PROJECTS:								F	PERMANENT	-	
125. REQUESTS FOR DEMOLITION AND REPLACEMENT											
OF SCHOOL BUILDINGS:								F	PERMANENT	-	
126. SCHOOL BUILDINGS/FURNITURES PLANS AND											
SPECIFICATIONS:								F	PERMANENT	•	
127. SCHOOL BUILDING PROGRAMS:											
Listing of red and black schools								5 years		5	
Budget allocations								-			
Requests for construction											
School based repair and maintenance scheme											
Site ownership								F	PERMANENT	5	
Site development plans								F	PERMANENT	-	
128. SURVEYS OF WATER AND ELECTRICITY FACILITY									PERMANENT	-	
AND ASSESSMENT PROGRAMS:									LINIMINLINI		
"PLANNING SERVICE"											
129. BASIC EDUCATION INFORMATION SYSTEM (EMIS)								F	PERMANENT	-	
MODULES:										T	
Module 1											
Clientele identification											
Clientele database											
Module 2											
Staff				+							
Personnel database				+							
Module 3											
Curriculum database				1							
Module 4											
Legislation and control database Module 5				+							
Physical facilitiesm(by division/district/barangay)											
Module VI											
Financial database				1							
Module VII				1							
Community extension database				1							
Module VIII		-		1							
Legislation and control database				+							
Quick count framework module (BEIS-QC)		+		+					<u> </u>	<u> </u>	
130. DEVELOPMENT PLANS:				+						_	
Action		-						PERMANENT			
Strategic				1							

31. PERFORMANCE INDICATORS:	2 PERIOD 3 VOLUME IN CUBIC METER		OF USE	T/P	Adm/F/L/A rc				
31. PERFORMANCE INDICATORS:						Active	Storage	Total	
						5 years	5	10	
chievement rates									
ohort/survival rates									
completion rates									
Propout rates									
iteracy rates									
articipation rates									
romotion rates									
upil-classroom ratios									
upil-desk ratios									
upil-textbook ratios									
etention taxes									
32. PERFORMANCE MEASURE FRAMEWORKS BY						_			
EGIONS AND BY QUARTERS:						3 years		3	
33. PROFILES:									
Government secondary school profiles (GSSP)									
rivate schools						F	PERMANENT	-	
34. REQUESTS FOR ITEM POSITIONS:						2 years		2	
35. REPORT:									
ccomplishment									
Annual									
Central						F	PERMANENT	-	
Division									
Regions									
Quarterly/monthly/weekly									After consolidated in annual
Quarterly, monthly, weekly						1 year		1	report being done by the finance division
nnual edit						F	PERMANENT		
592 supervisory						1 year		1	
Peployment						3 years		3 years	
Nanagement actions on audit findings									
Monitoring and evaluation of regional projects									
tatistical Summaries								_	
Enrollment and attendance						F	PERMANENT		
Numbers of teachers and students									
Schools									
tatistical bulletins									
uition fee increase records: applications approval						3 years		3	
Sovernment Recognition			1						
"SCHOOL MANAGEMENT"			1						
2 ALTERNATIVE LEARNING SYSTEM									

1 RECORDS SERIES TITLE AND DESCRIPTION	2 PERIOD 3 VOLUME IN COVERED CUBIC METER				6 DUPLICATION	7 TIME VALUE T/P	8 UTILITY VALUE Adm/F/L/A rc	9 RET	TENTION PE	RIOD	10 Disposition Provision
								Active	Storage	Total	
136. ACCREDITATION AND EQUIVALENCY TEST RESULTS								1	PERMANEN	·	
137. ANSWER SHEETS											
Used											Provided results have been
osed								6 mos		6	tabulated and kept permanently
Unused								6 mos		6	
138. ADMINISTRATIVE-BASED DATA (MIS)									PERMANEN	Ī	
139. ANNUAL ACTION PLANS									PERMANEN	Γ	
Lists of target clients											
Target areas											
140. CAPABILITY BUILDING PROFILES									PERMANEN	Ē	
141. PROJECT FILES									PERMANEN	Γ	
Balik-paaralan para sa out-of-school adult (BP-OSA)											
Community learning center (CLC)											
Learning support delivery system (LSDS)											
Literacy service contacting scheme											
142. TEST BOOKLETS								6 mos		6 mos	Retain atleast 2 sets provided te original is kept permanently in the diskette/cd
Elementary level											
Secondary level											
" PROMOTIONAL DIVISION" (ELEMENTARY SCHOOL											
AND SECONDARY DIVISION)											
143. ACHIEVEMENT TEST RESULTS		1		1	T T				PERMANENT		
Division achievement tests											
National achievements tests											
Elementary	1	+		+							
Secondary									<u> </u> PERMANEN	<u> </u> 	
Achievement test results									PERIVIAINEIN		
Regional achievement tests School achievement tests	+	+									
144. BOOK FILES	1							5 years		5	
Comments on the evaluation of books								3 years			After files have been
Requests for certifications	+	+									recorded After acted upon
145. CERTIFICATIONS	+	+					+	1 year		1	Arter acted upon
Enrolment	+						+	т уеаг		1	
Good moral character		+									
Graduation	+	+		+	+						
Report of rating of students	+										
Special orders	+										

1 RECORDS SERIES TITLE AND DESCRIPTION	2 PERIOD COVERED	3 VOLUME IN CUBIC METER	4 LOCATION OF RECORDS	5 FREQUENCY OF USE	6 DUPLICATION	7 TIME VALUE T/P	8 UTILITY VALUE Adm/F/L/A rc				10 Disposition Provision
								Active	Storage	Total	
146. CHANGE OF NAME SCHOOLS:								ı	PERMANENT	-	
147. CLUSTERING/DECLUSTERING OF SCHOOL								2		_	After superseded
DOCUMENTS								3 years		3	
148. CONTESTS AND COMPETITIONS		7 [2 years		2	
149. ESTABLISHMENTS /SEPARATIONS/ INTEGRATIONS	6								PERMANENT	-	
OF SCHOOL									PERIVIAINEINI		
150. GOVERNMENT RECOGNITION(PRIVATE SCHOOLS):	:							ı	PERMANENT	-	
151. INSTRUCTIONAL MATERIALS							1				Retain 2 copies permanently
								1	PERMANENT	-	in hard and soft copy. Other copies dispose 2 years after revised.
Books											
Modules											
Supplementary readings											
Videos/CDs/cassette tapes/films											
152. NATIONAL CAREER ASSESSMENT EXAMINATION									PERMANENT	-	
RESULTS									LICIVIA CIVELLA		
153. PHILIPPINE VALIDATING EXAMINATIONS (NETRC)								ı	PERMANENT	-	
154. PERMITS								2 years		2	After graduation
Cross-enroll											
Study (foreign students)											
150. PROMOTIONAL									PERMANENT	-	
REPORT(ELEMENTARY/SECONDARY)									FLINIMINLINI		
156. REQUESTS/APPROVALS								1 year		1	
Overload of subjects for graduating students											
Summer classes											
Transfer of local/foreign students	1										
Translations of diplomas	1										
157. SPECIAL PROGRAMS/PROJECTS											
Implemented	1						+		PERMANENT	1	
Not-implemented	<u> </u>							1 year		1	
158.SPECIAL ORDERS OF GRADUATION		1							PERMANEN		
159. SCHOLARSHIP GRANTS									PERMANENT	1	
160. SUMMARIES OF UNITS TAKEN BY STUDENTS OF								2 years		2	
PRIVATE SECONDARY SCHOOL (FORM 9)	1	+ +					1				
161. TUITION FEE INCREASE RECORDS	4							2 40250		2	
Applications	4							3 years		3	
Approval "SCHOOL LEVEL RECORDS"	+	+			-		+				-
1462. ACTION/DEVELOPMENT PLANS	+	+			+				<u> </u> PERMANENT	<u> </u> -	
School improvement plans	1	+			+			'	LIMIMINEINI		
School improvement plans	1			1						<u> </u>	L

1 RECORDS SERIES TITLE AND DESCRIPTION						DUPLICATION 7 TIME 8 UTILITY VALUE VALUE T/P Adm/F/L/A rc				RIOD	10 Disposition Provision
								Active	Storage	Total	
Supervisory plans											
163. ADMISSION TESTS								3 years		3	After admitted
164. APPLICATIONS											
Accreditations											
Enrollment											
Entrance examinations											
Graduation and special orders											
Permits/recognitions								2 years		2	After granted
165. ATTENDANCE SHEETS/ATTENDANCE REPORTS								2		2	
(FORM 2)								2 years		2	
166. BASIC SCHOOL MANAGEMENT COURSE TERM								2		2	
PAPERS								3 years		3	
167. BULLETIN OF INFORMATION								F	ERMANENT		
168. CALENDARS OF ACTIVITIES								1 year		1	
169. CASES/FEASIBILITY STUDIES/RESEARCHES								F	PERMANENT		
170. CLASS RECORDS											
Anecdotal records of pupils/students								5 years		5	After graduated
Class cards (form 138-A)									•	•	
Class observation and supervisory reports (form 178)								F	PERMANENT	-	
Class schedules (form 30)								1 year		1	
Class values charts								1 year		1	
Diplomas											
Lists of honor graduates								ŀ	PERMANENT		
Nutritional status of pupils								2 years		2	
Report cards (form 138)	Ī										
Student permanent records (form 137-A)								F	PERMANENT	-	
Summary of units taken (form 9)											
171. CLASS AND TEACHERS PROGRAMS								F	PERMANENT	5	
Class programs (form 29)											
Summaries of information of teachers (form 31)											
Teachers' program (form 30)											
172. CONSOLIDATED DATA OF TEACHING/NON-								_		_	After updated/superseded
TEACHING PERSONNEL (FORM 31)								5 years		5	
173. COURSES OF STUDY/SYLLABI								F	PERMANENT	<u> </u>	
174. ENROLLMENT SLIPS		1						1 year		1	
175. GRADING SHEETS		1						2 years		2	
176. LESSON PLANS		1						1 year		1	
177. LISTS								•			
Accredited courses/subjects		1									
Candidate for graduation		1						F	PERMANENT	-	
Enrollment lists		1						2 years		2	
15raduates/honor graduates									PERMANENT		
School personnel and officials				<u> </u>			1	1 year	l	1	After superseded

1 RECORDS SERIES TITLE AND DESCRIPTION	2 PERIOD COVERED						8 UTILITY VALUE Adm/F/L/A rc	9 RET	ENTION PER	RIOD	10 Disposition Provision
								Active	Storage	Total	
178. LIBRARY FILES											
Accession books (PF 146)								_		ı	
Book cards (PF 149)								ŀ	PERMANENT		
Borrower's cards								1 year		1	After date of last entry
Catalogue cards (PF150)								F	ERMANENT		·
179. PERMITS:											
Government permits								PERM	ANENT		
Government recognitions								PERM	1ANENT		
Permits to operate								5 years		5	After expired
Permits to study								2 years		2	
Tuition fee increase								5 years		5	
180. PROFILES											
Schools								F	ERMANENT		
Socio-economic of pupils								5 years		5	After graduated
Students								5 years		5	After graduated
Teachers								5 years	10	15	After separated/retired
181. PROPOSED ORGANIZATION OF CLASSES										•	If implemented, otherwise
								F	PERMANENT		dispose after 3 years
DepEd-MTAP											
Quiz bee											
Science quiz											
182. RANKING/LISTS OF HONOR STUDENTS								3 years		3	After graduated
183. RANKING OF TEACHER APPLICANTS								1 year		1	After updated
184. RECORDS OF STUDENT'S DISCIPLINARY ACTIONS								2 years		2	After graduated
185. REPORTS:											
Annual reports								F	ERMANENT		
Enrollment and attendance (form 3)								2 years		2	
Administrators											
Principals											
Monthly enrollment (form 2)								2 years		2	
Narrative reports of department heads								2 years		2	
Number of schools/students/promotions (summarized)								2 years		2	
Performance indicators (yearly report)								F	ERMANENT		
Physical inventory reports								2 years		2	
Reports on promotion									IANENT		
18-A secondary school								PERM	1ANENT		
18-E1 primary grades I-IV								PERM	1ANENT		
18-E2 intermediate grades V-VI		7						PERM	1ANENT		
School fund/financial reports								5 years		5	
Summaries of monthly attendance (Form 7)								2 years		2	
Supervisory								2 years		2	

1 RECORDS SERIES TITLE AND DESCRIPTION	2 PERIOD COVERED	3 VOLUME IN CUBIC METER	4 LOCATION OF RECORDS	5 FREQUENCY OF USE	6 DUPLICATION	7 TIME VALUE T/P	8 UTILITY VALUE Adm/F/L/A rc	9 RET	ENTION PE	RIOD	10 Disposition Provision
								Active	Storage	Total	
186. REQUESTS:								2 years		2	After acted upon
Additional courses						Т	Adm				
Carry overload											
Inclusion in the enrollment lists											
Summer classes											
Transfer											
187. SCHOOL CALENDARS								1 year		1	
188. SCHOOL REGISTERS (FORM 1)								F	PERMANENT		
189. STUDENT'S TEST PAPERS/CLASS EXAMINATIONS								1 year		1	
190. SUPERVISORY PLAN FOR TEACHERS								1 year		1	
191. TEACHERS' SCHEDULES (FORM 29)								1 year		1	
192. TEST RESULTS								2 years		2	after consolidation
193. TESTING MATERIALS											Other copies, dispose after 1 year
194. YEAR BOOKS/ ANNUAL BOOKS								F	PERMANENT	-	
NAP GRDS											
"ADMINISTRATIVE and MANAGEMENT RECORDS"											
1. ACKNOWLEDGEMENT RECEIPTS								1 year		1	
2. ANTI-RED TAPE AUTHORITY (ARTA) RECORDS								2 years		2	After superseded
3. BROCHURES / LEAFLETS / PAMPHLETS (ABOUT OR BY THE AGENCY)								1 year		1	Provided 1 copy is retained for reference
4. CALENDARS / SCHEDULES OF ACTIVITIES OR EVENTS	3							1 year		1	
5. CERTIFICATES								,			
Appearance								1 year		1	
Disposal of valueless records with supporting documents									PERMANENT	-	
Travel completed								1 year		1	
6. CERTIFICATIONS								1 year		1	
7. CHARTS									PERMANENT		
Functional							1				
Organizational											
8. CORRESPONDENCE											
Non-routine											To be filed with appropiated record series and should follow the retention period in which records are attached
Routine	1							2 years		2	After acted upon
9. CUSTOMER FEEDBACK SURVEYS								1 year		1	After evaluated
10. DIRECTORIES OF EMPLOYEES I OFFICIALS	1			+			+	ı yeai			/ittel evaluated
10. DINLETONIES OF LIVIPLOTEES TOFFICIALS					1					<u>I</u>	<u>l</u>

1 RECORDS SERIES TITLE AND DESCRIPTION	2 PERIOD COVERED	3 VOLUME IN CUBIC METER	4 LOCATION OF RECORDS	5 FREQUENCY OF USE	6 DUPLICATION	7 TIME VALUE T/P	8 UTILITY VALUE Adm/F/L/A rc	9 RET	TENTION PEI	RIOD	10 Disposition Provision
								Active	Storage	Total	
11. ENDORSEMENTS											To be filed with appropriate
								6 mos		6	record series
12. FEASIBILITY STUDIES											Permanent if implemented,
											otherwise dispose after 5
								1	PERMANENT	-	years from date of record
13. FREEDOM OF INFORMATION FILES											
Appeals								2 years		2	After acted upon / settled
Manual									*		PERMANENT, other copies
											can be disposed of 2 years
								1	PERMANENT	-	afer revised/superseded
Report											After incorporated in the
								1 year		1	Annual Report
Request								1 year		1	After acted upon
14. GATE PASSES								6 months	5	6 month	
15. HEALTH DECLARATION / CONTACT TRACING								3 months	3	3 mos	After evaluated
16. INQUIRIES								2 years		2	After acted upon
17. INTERNATIONAL ORGANIZATION FOR											Can be disposed 2 years after
STANDARDIZATION FILES								1	PERMANENT	-	superseded
Documented Information Maintained								ı	PERMANENT	-	Other copies can be disposed of 2 years after superseded
Code of Practice/Procedure											
Forms								1 year		1	After revised/superseded
Plans								1 year		1	After revised/superseded
Action								3 years		3	After implemented
Quality								2 years		2	After superseded
Quality Management Policy									PERMANENT		Permanent, other copies can be disposed of 2 years after superseded
Documented Information Retained											
Quality Objectives								3 years		3	After superseded
Functional Quality and Action Plan											
Top level and functional											
Auditor/Auditee Evaluation								2 years		2	
Competency Gap Assessment for Auditors								3 years		3	After evaluated
Conference Notice								2 years		2	
Context of the Organization Logs (COTO)	1										
Feedback Mechanism / customer satisfaction	n										After evaluated
survey/Issue Logs	1							3 years		3	
Stakeholders Analysis/Requirements								3 years		3	
Strengths, Weaknesses, Opportunities,											
Threats (SWOT) Document								1 year		1	

1 RECORDS SERIES TITLE AND DESCRIPTION	2 PERIOD COVERED	3 VOLUME IN CUBIC METER	4 LOCATION OF RECORDS	5 FREQUENCY OF USE	6 DUPLICATION	7 TIME VALUE T/P	8 UTILITY VALUE Adm/F/L/A rc		ENTION PER	RIOD	10 Disposition Provision
								Active	Storage	Total	
Document Review and Approval Form								3 years		3	
Masterlists								F	ERMANENT		
Minutes of Management Review/ IQA								4 years			
Meeting										4	
Non-Conformity Matrix								2 years		2	
Quality References (QR)								3 years		3	
Reports											
External/ Internal Quality Audit {IQA)								4 years		4	
IQA Status								2 years		2	
Key Performance Measures Summary/								2			
Graph Analysis				<u> </u>				3 years		3	
Monthly Accomplishmenl I Summary								3 years		3	
Non-Compliance and Correctiv Action								4 years		4	
Quality Workplace Evaluation								2 years		2	After evaluated
Root Cause Analysis								2 years		2	
Risk/Opportunity Register								3 years		3	
ISO Certifications								,			Permanent, other copies can be disposed of 2 years after expired/renewed
18. ISSUANCES											
Issued by or for the head of agency documenting policies/functions/programs of the agency								F	PERMANENT		
Issued by or for the head of agency reflecting routinary											After superseded
information or instruction								2 years		2	
19. LISTS								1 year		1	After updated
Associations											
Committees											
Cooperatives											
Donors											
Mailings											
20. LOGBOOKS								2 years		2	
Incoming/Outgoing Correspondences								2 years		2	After date of last entry
Visitors											
Ordinary								2 years		1	After date of last entry
Very Important							1	F	ERMANENT		
21. MANUALS OF OPERATION										1	Permanent, other copies can be disposed of 5 years after revised
22. MEETINGS/PROCEEDING MEETINGS											
Agenda								1 year		1	
Minutes								1 year		1	

1 RECORDS SERIES TITLE AND DESCRIPTION	2 PERIOD COVERED	3 VOLUME IN CUBIC METER	4 LOCATION OF RECORDS	6 DUPLICATION	7 TIME VALUE T/P	8 UTILITY VALUE Adm/F/L/A rc	9 RET	ENTION PER	RIOD	10 Disposition Provision
							Active	Storage	Total	
Audio recordings							1 year		1	After final minutes is prepared and approved by the committee
Board/executive committee							F	PERMANENT		
Staff							1 year		1	
Notices							1 year		1	
23. OFFICIAL GAZETTES								PERMANENT		
24. PLANS							3 years		3	After implemented
Action/Work										
Strategic										
25. PRESS RELEASES							ı	PERMANENT		
26. PROPOSALS							ſ	PERMANENT		If implemented, otherwise, dispose after 5 years from date of record
27. PUBLICATIONS (RECORD SET)										
28. REORGANIZATION RECORDS							ſ	PERMANENT		
29. REPORTS										
Acceptance							2 years		2	
After activity (trainings, seminars, meetings)							2 years		2	After incorporated in the Annual Report
Annual/special										
Agency							F	PERMANENT		
Division/section/unit/office							2 years		2	After incorporated in the agency annual report
Inspection							2 years		2	, .
Monthly/semi-annual/weekly/quarterly							2 years		2	After incorporated in the annual report
Terminal							ſ	PERMANENT		
30. SLIPS							1 year		1	
Locator										
Permission										
Routing							1 year		1	
31. SPEECHES (RECORD SET)										
32. STANDARD OPERATING PROCEDURES (SOP)							F	PERMANENT		
33. TRIP TICKETS							1 year		1	
34. VIDEO RECORDINGS										
Closed-circuit television (CCTV)							6 mos		6 mos	After status report on operations had been prepared
Regular activities										
35. WORK PROGRAMS							3 years			after implemented
20 "BUDGET RECORDS"		1								
36. ALLOTMENT FILES										

1 RECORDS SERIES TITLE AND DESCRIPTION	2 PERIOD COVERED	3 VOLUME IN CUBIC METER	4 LOCATION OF RECORDS	5 FREQUENCY OF USE	6 DUPLICATION	7 TIME VALUE T/P	8 UTILITY VALUE Adm/F/L/A rc	A		RIOD	10 Disposition Provision	
								Active	Storage	Total		
Advices												
Allotment								3 years		3		
Modification (MAF)								3 years		3	After settled	
Use of personal service (PS)								3 years		3	After settled	
Agency budget matrixes								3 years		3		
Allotment release orders								3 years		3		
General (GARO)												
Saro (SARO)												
Obligation requests/slips (ORS formerly ALOBS)								3 years		3		
Plan of work and request of allotment								3 years		3		
Registries		1						10 years		10		
Allotment, obligations, and disbursement		1						12 ,00.0				
Capital outlays (RAODCO)	<u> </u>											
Financial expenses (RAODFE)												
Maintenance and other operating expenses												
Personal services (RAODPS)												
Budget, utilizations, and disbursement												
Request for obligation of allotment (ROA)								3 years		3		
Statement of allotment, obligations, and balances								,				
(SAOB)								3 years		3		
Statement of appropriations, allotment, and advice								- /				
(SAAA)								3 years		3		
37. ANNUAL/SPECIAL/SUPPLEMENTAL BUDGETS								3 years		3		
38. BUDGET AND FINANCIAL ACCOUNTABILITY								,				
REPORTS								3 years		3		
Aging of due and demandable obligations (ADDO)-FAR no. 3								, , , , ,				
Lists of allotments and sub-allotments (LASA)-FAR no. 1-B	-											
Monthly report of disbursements (MRD)-FAR no. 4												
Quarterly physical report of operation (QPRO)- BAR no.												
Quarterly report of revenue and other receipts (QRROR) FAR no. 5)-											
Statement of appropriations, allotments, and obligations												
Disbursements and balances (SAAODB)-FAR no. 1												
Balances (SABUD)-FAR no. 2 (for off-budget fund) 21												

1 RECORDS SERIES TITLE AND DESCRIPTION	2 PERIOD COVERED	3 VOLUME IN CUBIC METER	4 LOCATION OF RECORDS	5 FREQUENCY OF USE	6 DUPLICATION	7 TIME VALUE T/P	8 UTILITY VALUE Adm/F/L/A rc	A			10 Disposition Provision
								Active	Storage	Total	
Summary of appropriations, allotments, obligations,											
disbursements and balances by object of expensitures (SAAODBOE)-FAR no. 1-A											
Summary of approved budget, utilizations,											
disbursements and balances by object of expenditures											
(SABUDBOE)-FAR no. 2-A (for off-budget fund)											
39. BUDGETARY CEILINGS								3 years		3	
40. BUDGET ESTIMATES INCLUDING ANALYSIS SHEETS								,			
AND ESTIMATES OF INCOME								3 years		3	
41. BUDGET EXPENDITURES								5 years		5	
Programs								•			
Source of financing											
42. BUDGET ISSUANCES (THOSE USED AS AUTHORITY											
FOR AGENCY TRANSACTIONS)								10 years		10	
43. BUDGET PROPOSALS								3 years		3	
44. BUDGET SHEET ANALYSIS								3 years		3	
45. BUDGET UTILIZATION REQUEST AND STATUS								,			
(BURS)								3 years		3	
46. GENERAL APPROPRIATIONS ACT								3 years		3	
47. NOTICES								3 years		3	
Allocations											
Cash											
Transfer											
Request and status adjustment											
Budget utilization											
Obligation											
48. ORGANIZATIONAL PERFORMANCE INDICATOR									•	•	
FRAMEWORK (OPIF)								P	PERMANENT	-	
49. SPECIAL/SUPPLEMENTAL BUDGETS								3 years		3	
50. WORK AND FINANCIAL PLANS								3 years		3	
"FINANCIAL AND ACCOUNTING RECORDS"											
51. ABSTRACTS											
Daily collections								5 years		5	
Deposits and trust funds								5 years		5	
General collections								5 years		5	
Sub-vouchers								2 years		2	
52. ADVICES											
Checks issued and cancelled								4 years		4	
Remittance								10 years		10	
53. ANNUAL STATEMENTS OF ACCOUNTS PAYABLE								PERMANENT		-	
254. AUDITOR'S CONTRACT CARDS								3 years		3	
55. AUTHORITIES FOR ALLOWANCES								2 years		2	After terminated

1 RECORDS SERIES TITLE AND DESCRIPTION	2 PERIOD COVERED	3 VOLUME IN CUBIC METER	4 LOCATION OF RECORDS	5 FREQUENCY OF USE	6 DUPLICATION	7 TIME VALUE T/P	8 UTILITY VALUE Adm/F/L/A rc	A			10 Disposition Provision
								Active	Storage	Total	
56. AUTHORIZATIONS								1 year		1	After expired
Overtime								_ / - /			, inter-expired
Purchase of equipment/property											
Transfer of fund											
Travel											
57. BANK SLIPS								10 years		10	
Deposits								,			
Remittances											
Withdrawal											
58. BILLS								10 years		10	After settled
59. BONDING FILES								,			
Action								3 years		3	
Applications/requests								3 years		3	
Fidelity/surety bond								5 years		5	After expired/terminated
Indemnity for issuance of due warrant								3 years		3	
60. BOOKS OF ORIGINAL ENTRY									PERMANENT		
Journals											
Analysis of obligations											
Bills rendered											
Cash											
Cash disbursements											
Cash receipt											
Cash disbursements											
Checks issued											
Collection and deposit											
Disbursement by disbursing officer											
General											
Ledgers											
Expense											
General											
Subsidiary											
61. CASH FILES											
Allocation ceilings								3 years		3	After settled
Disbursements								5 , 50.13		<u> </u>	Provided post audited, finally
- Sissansements											settled, and not involved in
								10 years		10	any case
Flow charts									PERMANENT		arry case
Receipts								•			Provided post-audited, finally
											settled, and not involved in
								10 years		10	any case
Registers									I PERMANENT		arry case
Disbursements								'			
23 In bank											
Receipts		1			+					-	
neceipts		1							L	L	

1 RECORDS SERIES TITLE AND DESCRIPTION	2 PERIOD COVERED	3 VOLUME IN CUBIC METER	4 LOCATION OF RECORDS	5 FREQUENCY OF USE	6 DUPLICATION	7 TIME VALUE T/P	8 UTILITY VALUE Adm/F/L/A rc	A			10 Disposition Provision
								Active	Storage	Total	
62. CERTIFICATES								10 years		10	Provided post-audited, finally settled, and not involved in any case
Settlement and balances											,
Shortages											
63. CERTIFICATIONS OF AVAILABILITY OF FUNDS								1 year		1	After settled
64. CHECKS AND CHECK STUBS								10 years		10	Provided post-audited, finally settled, and not involved in any case
65. CLAIMS								10 years		10	After settled
Health benefits											
Hospital											
Insurance											
66. COMMISSION ON AUDIT FILES								10 years		10	After complied/settled
Findings and recommendations								,			
Management letters											
Reports											
Annual audit											
Observation											
67. DAILY CASH FLOW								3 years		3	After settled
68. DAILY STATEMENT OF COLLECTIONS								5 years		5	
69. FINANCIAL STATEMENTS									PERMANENT		
Balance sheets											
Cash flows (annual)											
General purpose											
Income											
Operations											
70. INDICES OF PAYMENTS											
Creditors								5 years		5	
Employees								15 year		15	After retired/separated
Sundry payments by checks/warrants									PERMANENT		, inter-remedy separated
71. ITINERARY OF TRAVEL								1 year		1	
72. JOURNAL ENTRY VOUCHERS								12 years		12	Provided prost-audited, finally settled, and not involved in any case
73. LIST OF DUE AND DEMANDABLE ACCOUNTS		1		+				12 years		12	After settled/post-audited
PAYABLE-AUTHORITY TO DEBIT ACCOUNTS								Avears		4	Arter Settled/post-audited
74. LISTS OF REMITTANCES		1		+				4 years 10 years		10	After updated and reconcilled
		1		+				10 years		10	Arter updated and reconcilled
Loans Premiums		1		+							
75. LOGBOOKS OF GENERAL FUNDS								2		2	After date of last entry
		1						3 years		3	
76. MONTHLY SETTLEMENTS OF MONTHLY								2 400=		2	Provided settled
SUBSIDIARY LEDGER BALANCE								2 years		2	After settled
77. NOTICES								3 years		3	After settled

1 RECORDS SERIES TITLE AND DESCRIPTION	2 PERIOD COVERED	4 LOCATION OF RECORDS	5 FREQUENCY OF USE	6 DUPLICATION	7 TIME VALUE T/P	8 UTILITY VALUE Adm/F/L/A rc	9 RET	ENTION PEF	RIOD	10 Disposition Provision
							Active	Storage	Total	
Cash allocation										
Disallowances										
Dishonored checks										
Suspensions										
Transfer of allocation										
78. OFFICIAL CASH BOOKS							F	ERMANENT		
79. OFFICIAL RECEIPTS							10 years		10	Provided post-audited, finally settled, and not involved in any case
80. ORDERS OF PAYMENT						_	10 years		10	After settled
81. PAYROLLS							10 years		10	Provided post-audited, finally settled, and not involved in any case
82. PAYROLL PAYMENT SLIPS/PAY SLIPS							10 years		10	Provided settled
83. QUARTERLY STATEMENTS OF CHARGES TO ACCOUNTS PAYABLE							10 years		10	
84. REGISTERS								ERMANENT		
Accounts written off										
Checks released										
Checks/warrants control										
Payroll										
Petty cash fund										
85. RELIEFS FROM ACCOUNTABILITY							10 years		10	Provided a copy is filed with 201 files
Decisions							-			
Requests										
86. REPORTS										
Accountabilities for accountable forms							3 years		3	After cash had beem examined
Cash disbursements							10 years		10	After settled
Cash examinations									3	Provided post-audited, finally settled, and not involved in
Collecting and disbursing officers							3 years			any case Provided post-audited, finally settled, and not involved in
Checks issued and cancelled							10 years		10	any case
Collection and deposit										
Disbursements										
Daily cash							3 years		3	
Liquidations							10 years		10	
Monthly income							10 years		10	
25verdrafts and misuse of trust funds							5 years		5	After case had been settled or terminated

1 RECORDS SERIES TITLE AND DESCRIPTION	2 PERIOD COVERED	3 VOLUME IN CUBIC METER	4 LOCATION OF RECORDS	5 FREQUENCY OF USE	6 DUPLICATION	7 TIME VALUE T/P	8 UTILITY VALUE Adm/F/L/A rc				10 Disposition Provision
								Active	Storage	Total	
Petty cash											
Fund											
Paid vouchers											
Replenishments											
87. SCHEDULE OF ACCOUNTS RECEIVABLE/PAYABLES								3 years		3	
88. STATEMENTS											
Accounts								3 years		3	
Current								3 years		3	
Payable								10 years		10	
Receivable									PERMANENT		
Common funds								10 years		10	
Financial conditions								10 years		10	
Profits and losses								F	PERMANENT		
Reconciliations								10 years		10	
89. SUMMARIES OF ACCOUNTS											After settled
RECEIVABLES/PAYABLES								10 years		10	
90. SUNDRY PAYMENTS								10 years		10	
91. TREASURY FILES								10 years		10	
Checking accounts of agency (TCAA)											
Drafts											
Warrants											Provided post-audited, finally settled, not involved in any case
92. TRIAL BALANCES AND SUPPORTING SCHEDULES											
Cumulative results and operations-unappropriated								F	PERMANENT		
Monthly/quarterly trial balances								2 years		2	After consolidated in the Annual Financial Report
Preliminary/ final annual trial balances								,			
Accounting's office copy								10 years		10	After annual financial report had been published
Auditor's copy							1		! PERMANENT		
Regional office copy								10 years		10	After annual financial report had been published

1 RECORDS SERIES TITLE AND DESCRIPTION	2 PERIOD COVERED	3 VOLUME IN CUBIC METER	4 LOCATION OF RECORDS	5 FREQUENCY OF USE	6 DUPLICATION	7 TIME VALUE T/P	8 UTILITY VALUE Adm/F/L/A rc		ENTION PE	RIOD	10 Disposition Provision
								Active	Storage	Total	
93. VOUCHERS INCLUDING BILLS, INVOICES AND OTHER SUPPORTING DOCUMENTS								10 years		10	Provided post-audited, finally settled, and not involved in any case for COA and accounting/office/departmen t/division/section/unit. All other copies dispose after 1 year
Disbursements/journals											
Petty cash											
Reimbursement expense receipts											
Travel expenses											
94. WITHHOLDING TAX CERTIFICATES								4 years		4	After superseded
"HUMAN RESOURCE/PERSONNEL MANAGEMENT											
RECORDS"											
95. ANNUAL SUMMARY REPORTS FOR REPLACEMENT								5 years		5	
PROGRAM FOR NON-ELIGIBLES											
96. APPLICATIONS											
Leave of absense and supporting documents								1 year		1	After recorded in leave card
Relief of accountability								5 years		5	After separated/retired
Retirement/resignation								1 year		1	
97. ATTENDANCE MONITORING SHEETS								1 year		1	
98. AUTHORITIES/REQUESTS TO CREATE OR FILL											After vacant positions had
VACANT POSITIONS								2 years		2	been filled up
99. AWARDS/BENEFITS/GRATUITY								5 years		5	After retired/separated from service
100. CERTIFICATES								,			After retired/separated from
								5 years		5	service
Rural service								,			
Trainings/seminars attended											
101. CERTIFICATIONS								1 year		1	
Employment								,			
Residiency											
Service											
102 CHANGE OF MARITAL STATUS											After retired/separated from
								5 years		5	office
103 COMPARATIVE DATA MATRIX OF EMPLOYEES								2 years		2	
104. DAILY TIME RECORDS											After data had been posted in
											leave cards and post-audited
							<u> </u>	1 year		1	
105. DESIGNATIONS/DETAILS											After retired/separated from
								5 years		5	service
2006. DUTIES AND RESPONSIBILITIES											After retired/separated from
								5 years		5	service

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		Ī						Active	Storage	Total	
107. EMPLOYMENT/PROMOTION FILES											After vacant positions had
								1 year		1	been filled up
Application letters with supporting documents											
Comparative assessment/evaluation											
Interview evaluation/score sheets											
Summary of rating											
Test papers											
108 GENDER AND DEVELOPMENT FILES								2 years		2	After purpose had been served
Accomplishment reports											
Plans and budget											
109 HAND WRITING SPECIMENS / SIGNATURE								F	 PERMANENT		
110 JOB ORDER EMPLOYMNET CONTRACTS WITH						_					After terminated
SUPPORTING DOCUMENTS								5 years		5	
111. LEAVE CREDIT CARDS								15 years		15	After settled
112. LISTS OF ELIGIBLES/NON-ELIGIBLES								1 year		1	After updated
113. LOGBOOKS											
Arrival and departure of employees								2 years		2	After date of last entry
Attendance								_			Provided leave and undertimes are posted in the
Classical								1 year		1	leave card
Clearances issued	-							2 years		2	After date of last entry
114. MEDICAL CERTIFICATES IN SUPPORT OF ABSENCE											After absences had been
ON ACCOUNT OF ILLNESS/MATERNITY/RETURN TO								2		2	recorded in leave cards
WORK	-							3 years		3	A Character and a Language Control of the Control o
115. MEMBERSHIP FILES								15 years		15	After mandatory retirement and settled
GSIS											
Pag-ibig											
PhilHealth											
116. MERIT SELECTION AND PROMOTION PLANS								1 year		1	After superseded
117 ON THE JOB TRAINING FILES											
Certificate of Completion								1 year		1	
Memorandum of Agreement											After Certificate of
											Completion has been issued
		1						1 year		1	10 0 10 1
Recommendation with student profile											After Certificate of Completion has been issued
								1 year		1	
118 PERFORMANCE BASED BONUS RECORDS								3 years		3	
119 PERFORMANCE FILES	1							•			

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								Active	Storage	Total	
Individual Performance Development Plan (IPDP)											
Appraisal								1 year		1	After the final rating has been determined
Career advancement through constant performance								2 years		2	After the final rating has been determined
Appraisal through constant encounter (PACE)								•			After the final rating has been determined
Job fit and behavior								1 year		1	After the final rating has been determined
Performance commitment and review								·			After the final rating has been determined
Division (DPCR)								5 years		5	After the final rating has been determined
Individual (IPCR)								1 year		1	After the final rating has been determined
Office (OPCR)								5 years		5	After the final rating has been determined
Performance journal								1 year		1	After the final rating has been determined
Performance monitoring tools and reports								5 years		5	After the final rating has been determined
Personnel ranking for the performance based bonus								3 years		3	After the final rating has been determined
Rating cards								5 years		5	After the final rating has been determined
Summary lists of individual performance rating								2 years		2	determined
Target worksheets								1 year		1	After the final rating has been determined
120. PERMISSION TO ENGAGE IN BUSINESS/PRIVATE								1 year		1	After expired
121. REINSTATEMENTS										_	After retired/separated from
122. RELIEF OF ACCOUNTABILITY								5 years		5	Service After retired/separated from
123. SALARY STANDARDIZATION RECORDS								5 years		5	service After retired/separated from
124. PERSONNEL FOLDERS (201 FILES)								5 years		5	service After retired/separated from
Academic records	<u> </u>						1	15 years		15	service
Acceptance of resignation	1			1							
Administrative cases	1										
24ppointments											
Approval of retirement	Ī										

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								Active	Storage	Total	
Assumption to duty											
Certificates											
Eligibility											
Leave credits											
Clearance (latest)											
Notice of salary adjustments (step increment/tranche)											
Oath of office											
Personal data sheet (curriculum vitae/resume)											
Position descriptions											
Service records (updated)											
Statements of assets, liabilities, and networth (SALN)											
125PLANTILLA OF PERSONNEL	1									l	Other copies dispose after 3
1231 EARTILEA OF TERSONNEL									PERMANEN	г	years
126 POSITION ALLOCATION LIST								3 years		3	years
127 POSITION CLASSIFICATIONS AND PAY PLANS	1	1						5 years		5	After superseded
128 RECOMMENDATIONS/REFERRALS								1 year		1	After acted upon
129 REPORTS								1 year		-	Arter acted upon
Examinations								1 year		1	
Personnel actions	1	1						-	PERMANEN		
130 REQUESTS	1	1						1 year		1	After acted upon/cleared
Accumulated Leave Credits		+						1 year		-	/ titel deted apolly cleared
Approval on Promotions											
Changes of Status	ļ										
Monetization	1	1									
Reinstatements	1	1									
Transfers	1	1									
131 RETURN SERVICE CONTRACT	1	1					+	_		_	After fulfilled
	1							5 years		5	/ tree ranned
132 SERVICE CARDS									PERMANEN	г	
133 STAFFING PATTERNS									LIMVI MVLIV		
INFORMATION TECHNOLOGY RECORDS								1			After equipment had been disposed
134 COMPUTER REPAIR HISTORY RECORDS								1 year		1	After equipment had been
	1							1 year		1	disposed
135 DATABASES		1									After system had been
		1									decommissioned, obsolete
	1							2 years		2	and migrated
136 DIGITAL MEDIA FOR DISASTER RECOVERY		1									PERMANENT if implemented
		1									otherwise dispose after 5
											years
1937 INFORMATION SYSTEM STRATEGIC PLANS								3 years		3	

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								Active	Storage	Total	
138 INVENTORIES OF INFORMATION AND											After updated
COMMUNICATION (ICT) EQUIPMENT								1 year		1	
139 LOGBOOKS OF RELEASING AND ACCEPTANCE OF											After date of last entry
EQUIPMENT								2 years		2	
140 MIGRATION PLANS								3 years		3	After revised
141 NETWORK LAYOUT AND DIAGRAM								2years		2	After revised
142 PREVENTIVE MAINTENANCE REPORTS								2 years		2	
143 PROGRAMS / SYSTEM DOCUMENTATION											After system had been
RECORDS								2 years		2	decommissioned
144 REQUESTS								1 year		1	After acted upon
Information system development / enhancement											
Software installation											
145 SOFTWARE LICENSES / CERTIFICATES											After upgraded /
								2 years		2	obsolescence of software
146 USER'S MANUAL OF INFORMATION SYSTEMS											After the information system
											had been replaced/
								3 years		3	decommissioned
"LEGAL RECORDS"											
147 AFFIDAVITS								1 year		1	After purpose had been served
148 ARTICLES OF INCORPORATION / BY-LAWS	+								PERMANENT		301700
149 CASES	1								LIKIVII KIVEIVI		After finally settled except for
113 61623								7 years		7	decisions which are PERMANENT
150 CERTIFICATE OF NO PENDING CASE								1 year		1	After issuance
151 COLLECTIVE NEGOTIATION AGREEMENT (CNA)								1 year		1	After amended
Memorandum of Agreement	+							5 years		5	After settled
153 CONTRACTS	1							3 years		<u> </u>	After renewed / terminated
											and / or finally settled
								5 years		5	and, or many section
154 DECISIONS								,			
155 DEEDS OF DONATION / SALE											
156 LEGAL OPINIONS								F	PERMANENT	-	
157 MEMORANDA OF AGREEMENT /											
UNDERSTANDING											
158 PETITIONS	1							5 years		5	After settled
159 RESOLUTIONS									PERMANENT	-	
160 SPECIAL POWER OF ATTORNEY	Ĭ							2 years		1	After purpose had been served
161 SUBPOENAS	1										To be filed with appropriate
								3 years		3	record series
34d testificandum											
Duces tecum											

"PROCUREMENT AND SUPPLY RECORDS" 162 ACKNOWLEDGEMENT RECEIPTS FOR EQUIPMENTS (ARE) / MEMORANDUM RECEIPTS (MRE), SEMI- EXPENDABLE AND NON-EXPENDABLE PROPERTIES 163 AGENCY PROCUREMENT COMPLIANCE AND					Adm/F/L/A rc				
162 ACKNOWLEDGEMENT RECEIPTS FOR EQUIPMENTS (ARE) / MEMORANDUM RECEIPTS (MRE), SEMI- EXPENDABLE AND NON-EXPENDABLE PROPERTIES 163 AGENCY PROCUREMENT COMPLIANCE AND						Active	Storage	Total	
162 ACKNOWLEDGEMENT RECEIPTS FOR EQUIPMENTS (ARE) / MEMORANDUM RECEIPTS (MRE), SEMI- EXPENDABLE AND NON-EXPENDABLE PROPERTIES 163 AGENCY PROCUREMENT COMPLIANCE AND									
(ARE) / MEMORANDUM RECEIPTS (MRE), SEMI- EXPENDABLE AND NON-EXPENDABLE PROPERTIES 163 AGENCY PROCUREMENT COMPLIANCE AND									
EXPENDABLE AND NON-EXPENDABLE PROPERTIES 163 AGENCY PROCUREMENT COMPLIANCE AND	5								After equipment had been
163 AGENCY PROCUREMENT COMPLIANCE AND									returned / disposed
						1 year		1	
						1 / Cu.			
PERFORMANCE INDICATORS						2 years		2	
164 BID AND AWARDS COMMITTEE FILES						5 years		5	After contract of winner had been terminated / settled, others disposed after 1 year
Abstracts									
Invitations									
Minutes									
Pre / post qualifications									
Publications									
Resolutions									
165 BILLS OF LADING						2 years		2	After delivery had been accepted
166 BIN / STOCK CARDS									
Property						1 year		1	After property had been disposed
Supplies						3 years		3	After date of last entry
167 CANVASS OF PRICES						2 years		2	
168 DELIVERY RECEIPTS						2 years		2	
169 DISPOSAL COMMITTEE RESOLUTIONS						5 years		5	After equipment had been disposed
170 INVENTORY AND INSPECTION REPORTS OF PROPERTIES						1 year		1	After property had been disposed
171 INVENTORY FILES	1								
Custodian slips						1 year		1	After supply / equipment had been returned
Equipment and supplies						1 year		1	After updated
Tag cards						1 year		1	After updated
172 INVOICES / RECEIPTS						-			·
Accountable forms (accomplished)						2 1/02/2		3	After issuance of clearance had been terminated / after property had been returned
Deliveries on supply open-end order contracts	+	1	1			3 years 5 years		3 5	+

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								Active	Storage	Total	
Properties / transfer of properties								3 years		3	After issuance of clearance had been terminated / after property had been returned
173 JOB ORDERS								1 year		1	
174 LISTSOF SUPPLIES UNDER SUPPLY OPEN-END								5 years		5	
175 PROCUREMENT PLANS / PROGRAMS								3 years		3	
Annual								o years			
Project procurement management (PPMP)											
176 PROPERTY, PLANT AND EQUIPMENT LEDGER CARDS								2 years		2	After equipment had been disposed
177 PURCHASE FILES								,			<u> </u>
Orders		Ī						4 years		4	
Requests								1 year		2	
178 QUERIES ON PRICES OF ARTICLES, ADDITIONAL FUNDS TO MEET QUOTATIONS								1 year		1	
179 REPORTS											
Fuel consumption								2 years		2	
Incident								2 years		2	After acted upon
Inspection and acceptance								2 years		2	
Lost, stolen, damaged and destroyed property								2 years		2	
Physical count								3 years		3	After audited
Inventories											
Property, plant, equipment											
Semi-expendable property											
Procurement monitoring								2 years		2	
Property transfer											After property had been
								1 year		1	disposed
Supplies and materials issued								1 year		1	
Waste materials								2 years		2	
180 REQUISITION AND ISSUE SLIPS / REQUISITION											File with appropriate record
ISSUE VOUCHERS								1 year		1	series
181 SHIPPING AND PACKING LISTS ON ITEMS											
PURCHASED								1 year		1	
182 SUPPLIES IDENTIFICATION CERTIFICATES WITH											After renewed
PROCUREMENT								2 years		2	
183 SUPPLIES FILES											
Adjustment sheets								1 year		1	After post-audited
Availability inquiries								1 year		1	
Ledger cards								5 years		5	
Purchase journals								5 years		5	
"TRAINING RECORDS"											
22	-						•	1			•

1 RECORDS SERIES TITLE AND DESCRIPTION	2 PERIOD COVERED	3 VOLUME IN CUBIC METER	4 LOCATION OF RECORDS	5 FREQUENCY OF USE	6 DUPLICATION	7 TIME VALUE T/P	8 UTILITY VALUE Adm/F/L/A rc				10 Disposition Provision
								Active	Storage	Total	
184 APPLICATIONS								1 year		1	After obligatory requirement had been settled
185 ATTENDANCE SHEETS								6 months		6 month	After scanned and stored to database
186 CALENDARS								1 year		1	After superseded
187 COURSE DESIGNS / OUTLINES / SYLLABI								1 year		1	After superseded
188 EVALUATIONS											
Pre / post								1 year		1	After incorporated in the summary report
Summary								2 years		2	
Survey questionnaires								1 year		1	After data had been evaluated
189 FEEDBACK								1 year		1	
190 HANDOUTS								1 year		1	After superseded
191 INVITATIONS								1 year		1	
192 LIST OF SEMINARS CONDUCTED / COORDINATED								1 year		1	
193 MASTERLISTS OF PARTICIPANTS								PERMANENT		Γ	
194 NOMINATIONS								1 year		1	
195 PRESS / PHOTO RELEASES (ABOUT OR BY THE AGENCY)								PERMANENT		Г	
196 PROGRAMS / PLANS		1						1 year		1	After superseded
197 REPORTS								2 years		2	
198 REQUESTS								1 year		1	After acted upon
In-house trainings											
Quotations											
Refunds											
199 RESOURCE SPEAKER PROFILES								1 year		1	
200 SCHEDULES OF TRAINING / SEMINAR								1 year		1	After superseded
201 WORKSHOP RESULTS								1 year		1	
LEGEND:	-	Adm - admin		L	- Legal	•	Arc - Archival	•	•	•	
TIME VALUE:	T - Temporary	P - Permanent									
UTILITY VALUE:	Adm -	F - Fiscal									
PREPARED BY:	Administrative ASSISTI				APPROVE	D BY:					
Name and Position		NAP Records M	lanagement Anal	yst	-		Chief of the	Division/D)epartment		