



Republic of the Philippines
Department of Education
 CARAGA REGION



March 5, 2021

REGIONAL MEMORANDUM

No. 135, s. 2021

To: SCHOOLS DIVISION SUPERINTENDENTS
 This Region

SUBMISSION OF 2021 INVENTORY OF RECORDS AND REQUEST
 FOR DISPOSAL OF VALUELESS RECORDS

1. Section 3.4, Rule 3 of the Guidelines on the Disposition of Valueless Records in Government Agencies provided by the National Archives of the Philippines (NAP) conveys that the agency shall “conduct periodic examination of agency files at least once a year to identify valueless records that can be requested for disposal”.
2. As agreed upon in the series of webinars and meetings participated by the Records Officers last year, inventory of records will be regularly conducted every first quarter of the year. This will allow identification of valueless records which will then be requested for disposal.
3. Submission of the 2021 inventory of records and request for disposal of valueless records will be on April 5, 2021. Division Records Officers are also advised to facilitate the same activity in the district and school levels.
4. Compliance to this Memorandum is highly desired.

EVELYN R. FETALVERO, PhD, CESO IV
 Director IV

Encls.: NONE
 Reference: NAP General Circular No. 2
 To be indicated in the Perpetual Index
 under the following subjects:

DISPOSAL INVENTORY RECORDS

REC/mcao
 03/05/2021



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