



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

February 2, 2026

SCHOOLS DIVISION MEMORANDUM

No. ~~097~~ , s. 2026

ANNUAL INVENTORY OF PUBLIC RECORDS

- To: Assistant Schools Division Superintendent
Chief Education Supervisors
Section / Unit Heads
Heads of Public Elementary, Junior and Senior High Schools
All Others Concerned
1. In compliance with Republic Act No. 9470, otherwise known as *The National Archives of the Philippines Act of 2007*, and Regional Memorandum 013 s. 2026 re: Annual Inventory of Public Records it is directed that Schools Division Office, Public Elementary, Junior and Senior High Schools shall submit the following requirements in hard and soft copies on or before February 16, 2026:
 - a. List of Records Officer / Custodians of the SDO, Public Elementary, Junior and Senior High Schools with their respective offices/ school addresses and contact details using the form in Enclosure 1; and
 - b. One hundred percent compliance or submission of properly accomplished NAP National Inventory Form 1 stipulated in Enclosure 1.
 2. It is reiterated that all government offices are mandated by law to conduct an inventory of all records holdings for:
 - a. Establishment of a public access registry and identification of DepEd employees who shall be held accountable on records management.
 - b. Examination, identification, and maintenance of records registry of all SDOs and public schools to have an effective records' tracking system.
 - c. Classification and preservation of public records which are of permanent and enduring value.
 - d. Depreciation of the effects of disaster by maintaining a digitized records inventory.



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3. The guidelines in the submission of the requirements are the following:
- The Division Records Officer shall undertake inventory of all documents/records holding of the Records Unit, including those of all offices in the SDO.
 - The School Records Custodian shall likewise undertake inventory of records and submit to the SDO, Attention: The Records Unit; using Enclosure No. 2 (NAP Form 1) duly signed by the School Records Custodian and approved by the School Head.
 - The Division Records Officer shall consolidate the submitted fully accomplished NAP Form 1, to be endorsed by the Office of the Schools Division Superintendent to the Office of the Regional Director.
 - Templates of Enclosures 1 and 2 are available through this link <https://tinyurl.com/SDOMUNOZRECORDS> , furthermore advance copies shall be uploaded to the same.
4. For more information, all concerned may contact Mr. Aaron S. Sobrevilla thru 09173160005 or may email at aaron.sobrevilla@deped.gov.ph.
5. For information and strict compliance.

JOHANNA N. GERVACIO PhD, CESO V
Schools Division Superintendent ✦

Encl: As stated
Reference: None
To be indicated in the Perpetual Index
Under the following subjects:

Inventory of Public Records

Records/ Aaron Sobrevilla
001/ February 2, 2026

