

Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON



Records-RM-2023-648

**Regional Memorandum**  
No.648 s.2023

20 October 2023

**ONE-DAY SEMINAR ON THE INVENTORY OF RECORDS  
AND UPDATING OF RECORDS DISPOSITION SCHEDULE  
(RDS) FOR RECORDS OFFICERS FROM REGIONAL  
AND DIVISION OFFICES AND SELECTED RECORDS  
CUSTODIANS OF SCHOOLS**

To **Schools Division Superintendents**

1. Relative to OUA-OUT-092023-5<sup>1</sup>, the Department of Education (DepEd) through the Administrative Office will conduct a One-Day Seminar on the Inventory of Records and Updating of Records Disposition Schedule (RDS) for Records Officers from Regional and Division Offices and Selected Records Custodians of Schools on October 26, 2023, via Microsoft Teams.
2. This activity is in line with the efforts with regard to the inventory of records and updating of the DepEd Records Disposition Schedule (RDS) which was created and approved by the National Archives of the Philippines (NAP) on April 19, 2010, in compliance with Republic Act 9470 "An Act to strengthen the system of management and administration of archival records, establishing for the purpose of the NAP, and for other purposes."
3. Enclosure 1 contains the list of participants. They are advised to register through this link: <https://bit.ly/RDSActivity2> on or before October 20, 2023.
4. The link for the program proper shall be emailed one day before the program proper to registered participants only. The program shall strictly start at 8:30 AM and all participants are required to enter the teams at least 15 minutes before the program. For technical concerns, please coordinate with your respective Information Technology Officer (ITO).
5. For inquiries and other concerns, please contact Babeth C. Cruz, Administrative Officer V / Records Officer III, at [babeth.cruz@deped.gov.ph](mailto:babeth.cruz@deped.gov.ph) or 09178985809.

<sup>1</sup> Inventory of Records and Updating of Records Disposition Schedule (RDS)



6. Immediate dissemination of this Memorandum is desired.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director

08/ROA/R1





## Enclosure 1 - List of Participants

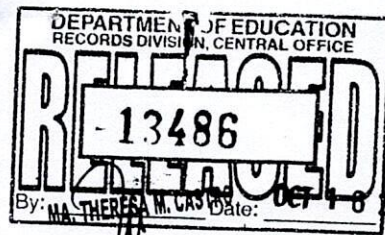
<b>OFFICE / SCHOOL</b>	<b>NAME</b>	<b>POSITION / DESIGNATION</b>
Regional Office	Babeth C. Cruz	AO V / Records Officer III
SDO Antipolo City	Pops Marie S. Dadea	AO IV / Records Officer II
SDO Bacoar City	Vanessa P. Gandia	AO IV / Records Officer II
SDO Batangas City	Maria Rosel D. Isleta	AO IV / Records Officer II
SDO Batangas Province	Irene Grace Q. Gonzales	AO IV / Records Officer II
SDO Biñan City	Edith Y. Coloma	AO IV / Records Officer II
SDO Cabuyao City	Aileen M. Bartido	AO IV / Records Officer II
SDO Calamba City	Aileen L. Lapitan	AO IV / Records Officer II
SDO Cavite City	Michelle R. Bansuil	AO IV / Records Officer II
SDO Cavite Province	Melecio D. Pedron	AO IV / Records Officer II
SDO Dasmariñas City	Micah P. Ortiz	AO IV / Records Officer II
SDO General Trias City	Isabel A. Cubcubin	AO IV / Records Officer II
SDO Imus City	Rosa Irma B. Geda	AO IV / Records Officer II
SDO Laguna Province	Angela F. Latina	AOV / OIC, Records Unit
SDO Lipa City	Marianne P. Diesta	AO IV / Records Officer II
SDO Lucena City	Erwin M. Montes	AO IV / Records Officer II
SDO Quezon Province	Sherelyn O. Pardilla	AO IV / Records Officer II
SDO Rizal Province	Gemalyn A. Abris	AO II / OIC, Records Unit
SDO San Pablo City	Dedith B. Comia	AO IV / Records Officer II
SDO San Pedro City	Annra T. Elen	AO IV / Records Officer II
SDO Sta. Rosa City	Anne T. Maramba	AO IV / Records Officer II
SDO Sto. Tomas City	Ma. Ernalyn S. Arellano	ADAS II / OIC, Records Unit
SDO Tanauan City	Jean O. Alcana	AO IV / Records Officer II
SDO Tayabas City	Jeanette M. Buera	AO IV / Records Officer II
Rizal National Science HS	Marigold C. Retutal	Registrar





Republic of the Philippines  
**Department of Education**

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





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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)**.

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





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<b>2</b>	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.	<b>(1)</b> Records Officer from all ROs <b>(2)</b> Records Officer from all the SDOs <b>(3)</b> Records Custodians from selected schools	October 26, 2023  MS Teams
<b>3</b>	Two-day workshop on the Consolidation, Analysis, and Finalization of the Submitted Inventory of Records.	<ul style="list-style-type: none"><li>• Facilitators/Secretari at from AS-RD</li><li>• NAP Resource Person</li></ul> Selected participants from: <ul style="list-style-type: none"><li>• Records Officers of RO and SDO</li><li>• Records Custodians-Schools</li></ul>	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](mailto:as.rd@deped.gov.ph) copy furnish [as.od@deped.gov.ph](mailto:as.od@deped.gov.ph).

For immediate and strict compliance.





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**Department of Education**  
**Administrative Service**

**Records Division**

**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
<b>Total</b>	<b>22</b>