



Department of Education
Region X-Northern Mindanao




DIVISION OF ILIGAN CITY

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MEMORANDUM

To : PUBLIC SCHOOLS DISTRICT SUPERVISORS
SCHOOL PRINCIPALS/SCHOOL HEADS
This Division

From : 
RANDOLPH B. TORTOLA, CESO VI
Schools Division Superintendent

Subject: "National Inventory of Public Records"

Date : 24 August 2016

Pursuant to attached DepED Memorandum No. 133, series of 2016, "National Inventory of Public Records", all concerned are hereby directed to submit to this Office the following requirements for the inventory of records on or before **September 1, 2016**, to wit:

- a. Name of the school/district records officer with his/her complete address and contact details using the form in *Enclosure No. 1* of DepED Memorandum No. 133, series of 2016; and
- b. Properly accomplished NAP National Inventory Form detailed in *Enclosure No. 2* of the mentioned DepED Memorandum.

For guidance, all concerned may use the approved DepED RDS (*enclosure No. 3 to DepED Memorandum No. 133, s. 2016*), page 95, Chapter V of the DepED Records Management Operations Manual, in accomplishing the records series and retention period of the NAP National Inventory Form. In case there are records or documents which are not included in the approved DepED RDS, all concerned may include it in the list of inventory form, and proper records series and retention period will be updated in the DepED RDS.

Strict compliance is enjoined.