



Republic of the Philippines  
Department of Education

OFFICE OF THE DIRECTOR IV  
Date and Time Received: 7:51... 2022  
Date and Time Released: 7:51... 2022  
Signature: [Handwritten Signature]

**Administrative Service**

**AS-OD-MEMO-2022-001**  
**February 22, 2022**

FOR : **EVELYN R. FETALVERO**  
**Regional Director**  
**Regional Office VIII**

DEPARTMENT OF EDUCATION  
REGIONAL OFFICE VIII  
DATE: 3/15/22  
TIME: 4:50 PM  
Signature: [Handwritten Signature]

**SCHOOLS DIVISION SUPERINTENDENTS CONCERNED**

SUBJECT : **REITERATION OF THE SUBMISSION OF THE DEPARTMENT'S  
UPDATED NATIONAL INVENTORY OF RECORDS TO THE  
NATIONAL ARCHIVES OF THE PHILIPPINES (NAP)**

This refers to the letter dated January 2, 2022 of the Executive Director, National Archives of the Philippines (NAP), addressed to the Secretary of Education. The letter is about the status of the Department's compliance to the submission of the National Inventory of Records (NIRs) which, as per NAP, they have received only **121** out of the expected **245** inventories from the Department's Regional Offices (ROs), Schools Division Offices (SDOs), and attached agencies.

Our Department was provided with a listing of ROs and SDOs that have not submitted their respective NIRs. In addition, the Office of the Undersecretary for Administration issued its OUA Memorandum No. 00-0122-0096 dated January 6, 2022 enjoining all Field Office Units to conduct an inventory of records which would greatly help in the recovery and reporting of damaged records.

All Offices concerned, as found in the attached List, are requested to comply **not later than April 30, 2022** by submitting the updated inventory of records to NAP thru email address: [rmsd@nationalarchives.gov.ph](mailto:rmsd@nationalarchives.gov.ph). They may also be contacted thru their office number at (02) 8521 3034 for appropriate assistance.

For any information and queries on this subject, please contact Ms. Rose Marie D. Moscoso or Ms. Alma D. Apanay of the Administrative Service-Records Division (AS-RD) through 0906 464 3647 and 0935 877 8396, respectively. Both personnel may also be reached through email address: [as.rd@deped.gov.ph](mailto:as.rd@deped.gov.ph).

For your compliance.

**ROBERT M. AGUSTIN**  
Director IV

DEPARTMENT OF EDUCATION  
**RECEIVED**  
RECORDS DIVISION, CENTRAL OFFICE  
FEB 22 2022  
7:09  
Fyrl Joseph P. De Vera



**NATIONAL ARCHIVES OF THE PHILIPPINES**  
*Pambansang Sinupan ng Pilipinas*

2 January 2022

HON. LEONOR M. BRIONES  
Secretary  
Department of Education

2.0 JAN 2022

2021160 #

Dear Secretary Briones:

From the National Archives of the Philippines (NAP), Mabuhay!

We would like to respectfully follow up on the complete submission of the National Inventory of Records in your Department and attached agencies. Please be informed that until now we have not received all the agreed-upon submissions.

Based on your website listing, we are supposed to receive a total of 245 National Inventories from your Department's Regional Offices, Division Schools, and five (5) attached agencies. However, as of this date, we received only 121 inventories. Enclosed is the list of agencies that have not yet submitted again for your reference.

In connection with this, may we request for your updated inventories for these will serve in the updating of your agency's Records Disposition Schedule (RDS).

We look forward to a favorable response. Should you have other concerns, your colleagues may get in touch with Ms. Ehxia R. Dondonilla, Jose Domingo Barola and Ma. Patricia C. Suliba of the Records Management Services Division (RMSD) at 85213034 or through email [rmsd@nationalarchives.gov.ph](mailto:rmsd@nationalarchives.gov.ph).

In the closing, please accept the assurances of our highest considerations and continuing esteem.

Thank you.

Very truly yours,

*Victorino M. Manalo*  
VICTORINO MAPA MANALO  
Executive Director

453702

1765 Paz M. Guazon Street, Paco, Manila 1007  
Tel. Nos. 404-8615/708-8656/524-3231  
Website: [www.nationalarchives.gov.ph](http://www.nationalarchives.gov.ph)

FEB 02 2022

K 10:41

**Department of Education**

	<b>Regions/Attached Agencies/Bureaus</b>	<b>Submissions based on the listing from website</b>
1	DepEd Central Office	1
2	Regional Office I	1
3	Ilocos Norte	1
4	Ilocos Sur	1
5	La Union	1
6	Pangasinan I	1
7	Pangasinan II	1
8	Alaminos City	
9	Candon City	1
10	Dagupan City	
11	Laoag City	1
12	San Carlos City	1
13	San Fernando City	1
14	Urdaneta City	1
15	Vigan City	1
16	Batac City	1
17	Regional Office II	1
18	Batanes	1
19	Cagayan	1
20	Isabela	
21	Nueva Vizcaya	1
22	Quirino	1
23	Cauayan City	
24	Santiago City	
25	Tuguegarao City	1
26	Iligan City	1
27	Regional III	1
28	Aurora	
29	Bataan	1
30	Bulacan	1
31	Nueva Ecija	1
32	Pampanga	1
33	Tarlac	1
34	Zambales	1
35	Angeles City	1
36	Balanga City	1
37	Cabanatuan City	1
38	Gapan City	
39	Mabalacat City	
40	Malolos City	
41	Munoz City	
42	Dlongapo City	
43	San Fernando City	
44	San Jose City	
45	San Jose del Monte City	
46	Tarlac City	
47	Meycauayan City	

48	Regional Office IV-A	1
49	Batangas	1
50	Cavite	1
51	Laguna	1
52	Quezon	1
53	Rizal	1
54	Antipolo City	1
55	Batangas City	1
56	Calamba City	1
57	Cavite City	1
58	Dasmariñas City	1
59	Lipa City	1
60	Lucena City	
61	San Pablo City	1
62	Sta. Rosa City	1
63	Tanauan City	1
64	Tayabas City	
65	Bacoor City	
66	Imus City	
67	Regional Office IV-B	
68	Marinduque	
69	Occidental Mindoro	
70	Oriental Mindoro	1
71	Palawan	
72	Romblon	
73	Puerto Princesa City	1
74	Regional Office V	
75	Albay	1
76	Camarines Norte	1
77	Camarines Sur	1
78	Catanduanes	1
79	Masbate	1
80	Sorsogon	1
81	Iriga City	1
82	Legazpi City	1
83	Ligao City	1
84	Masbate City	
85	Naga City	
86	Sorsogon City	
87	Tabaco City	1
88	Regional Office VI	1
89	Aklan	
90	Antique	1
91	Capiz	1
92	Guimaras	1
93	Iloilo	
94	Negros Occidental	1
95	Bacolod City	1
96	Bago City	1
97	Cadiz City	1

35

98	Esplante City	
99	Iloilo City	1
100	Kabankalan City	
101	La Carlota City	
102	Passi City	
103	Roxas City	1
104	Sagay City	1
105	San Carlos City	1
106	Silay City	1
107	Regional Office VII	1
108	Bohol	
109	Cebu	
110	Negros Oriental	1
111	Siquijor	
112	Dals City	1
113	Bayawan City	
114	Bogo City	
115	Carcar City	1
116	Cebu City	
117	Danao City	1
118	Dornaguete City	
119	Guihulngan City	
120	Lapu-lapu City	
121	Mandaue City	
122	Naga City	
123	Tagbilaran City	
124	Talisay City	
125	Tanjay City	
126	Toledo City	
127	Regional Office VIII	
128	Biliran	
129	Eastern Samar	
130	Leyte	1
131	Northern Samar	
132	Samar (Western)	
133	Southern Leyte	
134	Borongan City	
135	Calbayog City	
136	Catbalogan City	1
137	Maasin City	
138	Ormoc City	
139	Tacloban City	
140	Baybay City	1
141	Regional Office IX	
142	Zamboanga del Norte	1
143	Zamboanga del Sur	1
144	Zamboanga Sibugay	1
145	Dapitan City	1
146	Isabela City	1
147	Pagadian City	1

148	Zamboanga City	1
149	Regional Office X	1
150	Bukidnon	1
151	Camiguin	
152	Lanao del Norte	
153	Misamis Occidental	1
154	Misamis Oriental	1
155	Cagayan de Oro City	1
156	Gingoog City	1
157	Iligan City	
158	Oroquieta City	1
159	Ozamis City	
160	Tangub City	
161	Valencia City	1
162	Regional Office XI	
163	Compostella Valley	
164	Davao del Norte	
165	Davao del Sur	
166	Davao Oriental	
167	Davao City	1
168	Digos City	1
169	Mati City	
170	Panabo City	1
171	Samal City	
172	Tagum City	1
173	Regional Office XII	
174	Cotabato	
175	Saranggani	
176	South Cotabato	
177	Sultan Kudarat	
178	Cotabato City	1
179	General Santos City	
180	Kidapawan City	
181	Koronadal City	
182	Tacurong City	
183	Regional Office XIII (CARAGA)	
184	Agusan del Norte	1
185	Agusan del Sur	1
186	Dinagat Island	
187	Surigao del Norte	1
188	Surigao del Sur	1
189	Bayugan City	
190	Bislig City	1
191	Butuan City	1
192	Cabadbaran City	1
193	Siargao	1
194	Surigao City	
195	Tandag City	
196	Regional Office (CAR)	
197	Abra	

198	Apayao	1
199	Benguet	1
200	Ifugao	1
201	Kalinga	1
202	MT. Province	1
203	Baguio City	
204	Tabuk City	
205	<b>Regional Office NCR</b>	
206	Caloocan City	
207	Las Pinas City	
208	Makati City	1
209	Malabon City	1
210	Mandaluyong City	
211	Manila	
212	Mankina City	
213	Muntinlupa City	1
214	Navotas City	1
215	Paranaque City	1
216	Pasay City	1
217	Pasig City	
218	Quezon City	
219	San Juan City	1
220	Taguig City-Pateros	1
221	Valenzuela City	1
222	<b>Regional Office ARMM</b>	
223	Lanao del Sur I-A	
224	Lanao del Sur I-B	
225	Lanao del Sur II	
226	Maguindanao I	
227	Maguindanao II	
228	Sulu	
229	Tawi-Tawi	
230	Basilan	
231	Marawi City	
232	Lamitan City	
	<b>Bureaus</b>	
233	Bureau of Elementary Education	
234	Bureau of Secondary Education	
235	Bureau of Alternative Learning System	
236	Bureau of Education Assessment	
237	Health and Nutrition Center	
238	National Educators Academy of the Philippines	
239	Educational Development Projects	
240	Technical-Vocational Education Task Force	
	<b>Attached Agencies</b>	
241	Early Childhood Care and Development Council	
242	National Book Development Board	
243	National Council for Children's Television	
244	National Museum	
245	Angono	

246	Padre Burgos	
247	Kabayan	
248	Kiangan	
249	Magsingal	
250	Bolinao	
251	Palawan	
252	Butuan City	
253	Tobaco	
254	Cebu	
255	Fort Pilar	
256	Marinduque	
257	Jolo	
258	Philippine High School for the Arts	
	<b>Total:</b>	<b>121</b>

**Schools (Total Submissions)**

**635**

**Sources:**

<http://www.gov.ph/directory/department-of-education/>

<http://www.deped.gov.ph/contact/directory/regional-offices>

<http://www.deped.gov.ph/attached-agencies>

<http://nationalmuseum.gov.ph/nationalmuseumbeta/ASSMD/Anyono.htm>





Republika ng Pilipinas

## Kagawaran ng Edukasyon

Tanggapan ng Pangalawang Kalihim



**OUA MEMO 00-0122-0096**

### MEMORANDUM

06 January 2022

**For: Regional Directors  
Schools Division Superintendents  
All Others Concerned**

**Subject: DISSEMINATION OF THE NATIONAL ARCHIVES OF THE  
PHILIPPINES (NAP) GUIDELINES ON RECORDS RECOVERY  
AND DISPOSAL MEASURES**

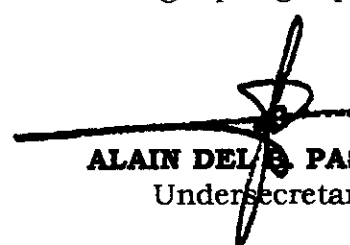
As part of the response to the effects of Typhoon "Odette," specifically the destruction of the Department's official records, the Office of the Undersecretary for Administration (OUA) disseminates NAP Memorandum Circular No. 1, s. 2014 titled *Guidelines on Records Recovery and Disposal Measures*.

Please note that the NAP is ready to conduct post-disaster missions and/or workshops in the affected areas. It will assist agencies in protecting and salvaging their records and archives in times of calamities, emergencies and disasters. For this purpose, all concerned may contact the NAP Office through (02) 8574 3231 or email at [nationalarchives@nationalarchives.gov.ph](mailto:nationalarchives@nationalarchives.gov.ph).

In reference to DepEd Memorandum No. 133, s. 2016 titled *National Inventory of Public Records*, the OUA also enjoins all concerned to conduct an inventory of records which would greatly help in the recovery and reporting of damaged records.

For more information and queries on this subject, please contact Ms. Rose Marie D. Moscoso and Ms. Alma D. Apanay of the Administrative Service-Records Division (AS-RD) through 0906 464 3647 and 0935 877 8396, respectively. Both personnel may also be reached through email at [as.rd@deped.gov.ph](mailto:as.rd@deped.gov.ph).

For information and compliance.

  
**ALAIN DEL B. PASCUA**  
Undersecretary



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### Office of the Undersecretary for Administration (OUA)

*Administrative Service (AS), Information and Communications Technology Service (ICTS),  
Disaster Risk Reduction and Management Service (DRMMS), Bureau of Learner Support  
Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)*

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