



Republika ng Pilipinas
Kagawaran ng Edukasyon
Region 5 (Bikol)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

March 4, 2025

OFFICE MEMORANDUM
No. 091, S. 2025

**EXTENSION OF DEADLINE FOR SUBMISSION OF ANNUAL
INVENTORY OF RECORDS**

TO: Chief Education Supervisors
Unit and Section Heads
Division/Unit Records Custodians
All Concerned

1. This is to inform all SDO Division/Unit Heads of an extension to the deadline for the submission of Annual Inventory of Records, originally set for December 10, 2024 per Office Memorandum No. 338, s.2024.
2. The new deadline for submission is March 25, 2025. This extended deadline applies to all SDO offices and units and should cover both active and inactive records, including those for disposal, to be requested of an Authority for Disposal to the National Archives of the Philippines (NAP).
3. The completed inventory should be submitted using the following link for NAP Form 1 and NAP Form 2. NAP Form 1 (<https://tinyurl.com/SDONAPform1>) is for the records inventory and appraisal purposes, while NAP Form 2 (<https://tinyurl.com/SDONAPForm3>) is for records deemed valueless needing for disposal.
4. Please be reminded to separate the records for disposal from those for further retention as suggested by the National Archives of the Philippines, referring to the Agency Records Disposition Schedule (ARDS) given during the orientation, and take note of the following requirements on disposal as stated in NAP General Circular No.2, Article III, which states that:

*“Do not dispose any public records under their administration and control without authority from the NAP.
Do not dispose public records that are involved in any case until they are finally decided upon or settled.
Do not dispose financial records that are subject of audit by the Commission on Audit until they are post-audited and finally settled.”*
5. For information and compliance.

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