



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

January 5, 2026

OFFICE MEMORANDUM
AD-2026- **08**

INVENTORY AND DISPOSITION OF VALUELESS RECORDS

To: Director III
Records Management Improvement Committee
Functional Division Chiefs
Records Custodians
All Others Concerned

1. In line with the Department's commitment to comply with the scheduled annual disposal of valueless records, and to ensure the proper filing, archiving, and maintenance of temporary active and permanent records thereby preventing the loss of pertinent documents, all Regional Functional Divisions, Units, and Sections are hereby directed to submit an inventory of records using the National Records Inventory Form prescribed by the National Archives of the Philippines (NAP).
2. The completed inventory shall be submitted to the Administrative Division – Records Section for consolidation not later than **February 05, 2026**.
3. Immediate dissemination and strict compliance with this Memorandum are enjoined.

RONELO AL K. FIRMO CESO IV
Assistant Regional Director
Office-in-Charge
Office of the Regional Director

AD-RS-AVC



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<p>NATIONAL ARCHIVES OF THE PHILIPPINES <i>Pambansang Simupan ng Pilipinas</i></p> <p>RECORDS INVENTORY AND APPRAISAL</p>		<p>AGENCY</p> <p>ORGANIZATIONAL UNIT</p> <p>TELEPHONE NO.:</p>	
<p>ADDRESS</p>		<p>PERSON-IN-CHARGE OF FILES</p> <p>DATE PREPARED</p>	
<p>RECORDS SERIES TITLE & DESCRIPTION</p>		<p>VOLUME IN CUBIC METER</p>	<p>LOCATION OF RECORDS</p>
<p>PERIOD COVERED</p>		<p>FREQUENCY OF USE</p>	<p>FREQUENCY OF DUPLICATION</p>
<p>RECORDS SERIES TITLE & DESCRIPTION</p>		<p>TIME VALUE T/P</p>	<p>UTILITY VALUE</p>
<p>PERIOD COVERED</p>		<p>Adm / F / L / Arc</p>	<p>RETENTION PERIOD</p>
<p>RECORDS SERIES TITLE & DESCRIPTION</p>		<p>Active</p>	<p>Storage</p>
<p>RECORDS SERIES TITLE & DESCRIPTION</p>		<p>Total</p>	<p>DISPOSITION PROVISION</p>

LEGEND:

T - Temporary P - Permanent
 Aدم - Administration اداری - اداری
 ادمن - Admininistratur ادمنی - ادمنی

APPROVED BY:

ASSISTED BY:

Name and Position

NAP Records Management Analyst

Chief of the Division/Department