



Republic of the Philippines
Department of Education

31 AUG 2016

DepEd MEMORANDUM
No. **135** s. 2016

CREATION OF NATIONAL RECORDS INVENTORY COMMITTEE

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Secretary, ARMM
Regional Directors
Schools Division Superintendents
All Others Concerned

1. Pursuant to the implementation of Republic Act No. 9470, otherwise known as *The National Archives Act of 2007*, the **National Records Inventory Committee** is created to be composed of the following:

Chairperson/
Executive Coordinator : Undersecretary for Administration

Co-Chairperson/
Executive Co-Coordinator: Director IV, Administrative Service

Vice Chairperson : Chief Administrative Officer, Records Division

Members : Central Office - Chief Administrative Officer
Records Division

Regional Office - All Regional Records Officers

Schools Division Office - All Division Records
Officers or Custodians

Attached Agencies - All Delegated Records
Custodians

2. The Committee shall perform the following functions, among other tasks:

- a. Coordinate with the National Archives of the Philippines (NAP) on the National Inventory Seminar for the Department, its regional offices, and schools division offices;
- b. Echo the training to all concerned personnel in their respective offices;
- c. Undertake inventory of their respective records in accordance with the rules and regulations prescribed by NAP;
- d. Follow up submissions of inventory of their respective offices; and
- e. Collate and submit all inventories to NAP.

3. The Chairperson shall also act as the Department Executive Coordinator to the NAP on the National Inventory of Records (NIO) and other related projects. He/She will also attend executive meetings on NIO to be scheduled by NAP and shall avail of the services.

4. The Committee shall be guided by NAP General Circular No. IV dated November 28, 2012 entitled *Guidelines on National Inventory of Records* and shall avail of the services of NAP for advice regarding Records Inventory.
5. For more information, all concerned may contact the **Administrative Service-Records Division**, Department of Education (DepEd) Central Office, DepEd Complex, Meralco Avenue, Pasig City at telephone nos. (02) 687-1449; (02) 633-7218.
6. Immediate dissemination of this Memorandum is desired.



LEONOR MAGTOLIS BRIONES
Secretary

Reference:

N o n e

To be indicated in the Perpetual Index
under the following subjects:

BUREAUS AND OFFICES
COMMITTEE
INVENTORY
OFFICIALS
RECORDS
STRAND: Finance and Administration

Lem: DM Creation of National Records Inventory Committee
0574-August 16/August 19/August 22, 2016