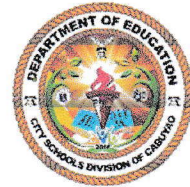


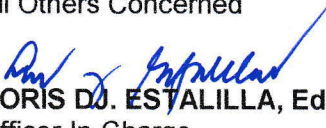


Republic of the Philippines
Department of Education
Region IV-A CALABARZON
CITY SCHOOLS DIVISION OF CABUYAO



MEMORANDUM

TO : OIC – Assistant Schools Division Superintendent
OIC – Chief, School Governance and Operations Division
Chief, Curriculum Implementation Division
Public Schools District Supervisors
All Public Elementary and Secondary School Heads / OICs
All Others Concerned

FROM : 
DORIS D. ESTALILLA, Ed.D.
Officer-In-Charge
Schools Division Superintendent

SUBJECT : **LIST OF RECORDS CUSTODIANS AND INVENTORY OF RECORDS**

DATE : June 29, 2018

To ensure better coordination and to strengthen the system of records keeping, this office requires all schools to submit the following on or before July 13, 2018:

- a. List of records custodian(s) using the form in Enclosure No. 1**
- b. Complete inventory of documents / records using the form in Enclosure No. 2**

Inspection of records, system and procedure of maintaining including storage condition will be scheduled on a separate memo.

Immediate and wide dissemination of this Memorandum is desired.

UM 242 s. 2018

Enclosure No. 1

NAME OF SCHOOL: _____

SCHOOL ADDRESS: _____

LIST OF RECORDS CUSTODIANS

NAME	POSITION	CONTACT NO	EMAIL ADDRESS

Prepared by: _____

Approved by:

School Head / OIC

INVENTORY OF RECORDS

SCHOOL NAME: _____

PERSON-IN-CHARGE: _____

SCHOOL ADDRESS: _____

DATE PREPARED : _____

ITEM NO	RECORDS TITLE & DESCRIPTION	PERIOD COVERED	LOCATION OF RECORDS	REMARKS
1	BOARD / COUNCIL FILES Memoranda Original Letters Reports Resolutions			
2	COMMITTEE FILES Investigating Task Force			
3	DIRECTIVES / ISSUANCES Issued by DepEd Central Office Issued by the City Schools Division Office			
4	DIRECTORIES OF PERSONNEL / SCHOOLS OFFICIALS			
5	MANUALS			
6	MEETING FILES (ExeCom/ManCom) Committee Reports Minutes of Meetings Policies Resolutions Other Related Documents			
7	PERSONNEL FOLDERS (201 FILES)			
8	STATEMENT OF ASSETS & LIABILITIES (SALN)			

ITEM NO	RECORDS TITLE & DESCRIPTION	PERIOD COVERED	LOCATION OF RECORDS	REMARKS
9	ACTION / DEVELOPMENT PLANS School Improvement Plans Supervisory Plans			
10	ATTENDANCE SHEETS / ATTENDANCE REPORTS (Form2)			
11	BULLETINS OF INFORMATION			
12	CALENDARS OF ACTIVITIES			
13	CASES / FEASIBILITY STUDIES/RESEARCHES			
14	CLASS RECORDS Anecdotal Records of Pupils / Students Class Cards (Form 138-A) Class Observation & Supervisory Reports (Form 178) Class Schedules (Form 30) Class Values Charts Diplomas Lists of Honor Graduates Nutritional Status of Pupils Report Cards (Form 138) Student Permanent Records (Form 137-A) Summary of Units Taken (Form 9)			
15	CLASS AND TEACHERS PROGRAMS Class Programs (Form 29) Summaries of Information of Teachers (Form 31) Teachers' Program (Form 30)			

ITEM NO	RECORDS TITLE & DESCRIPTION	PERIOD COVERED	LOCATION OF RECORDS	REMARKS
17	REPORTS			
	Annual Reports			
	Enrollment & Attendance (Form3)			
	Monthly Enrollment (Form 2)			
	Performance Indicators (IPCRF)			
	Physical Inventory Reports			
	School Fund / Financial Reports			
	Summaries of Monthly Attendance (Form7)			
	Supervisory			
18	SCHOOL REGISTERS (Form 1)			
19	TEST RESULTS			
20	TESTING MATERIALS			
21	Others (Please specify)			

Note: For records listed above but not available in your custody, write NA in the REMARKS field.
 Use additional sheets if necessary for other records not indicated in this form.

Prepared by: _____