



Republic of the Philippines
Department of Education
MIMAROPA Region
SCHOOLS DIVISION OF MARINDUQUE

Department of Education
Division of Marinduque
**RECORDS SECTION
RELEASED**

Name: 004069
Signature:
Date: 06T 11 2024 Time: 9:35AM

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

To: Division Records Management Improvement Committee (DRMIC)
Marinduque National High School, Registrar
Marinduque National High School, Principal

From:
LYNN G. MENDOZA
OIC, Schools Division Superintendent

Subject: **ACTUAL DISPOSAL OF VALUELESS RECORDS AND DISPOSAL
OF DAMAGED PERMANENT RECORD**

Date: October 10, 2024

1. Relative to the approved request for disposal dated April 12, 2024 from the National Archives of the Philippines, this Office requests your presence on the actual disposal of valueless records and disposal of damaged permanent record on October 22, 2024.
2. The mode of disposal is by sale with the Official Buyer of the NAP and burying of the damaged permanent records.
3. Enclosed is a copy of the approved request for disposal of SDO Marinduque and Marinduque National High School and the Records Management Analysis Report.
4. For information and guidance of all concerned.

*"DepEd Marinduque: Heart of the Philippines.
Lead to Excel, Excel to Lead."*



Malusak, Boac, Marinduque
Email: marinduque@deped.gov.ph
Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611
Facebook Page: DepEd Tayo Marinduque



NATIONAL ARCHIVES OF THE PHILIPPINES
Pambansang Sinupan ng Pilipinas



2

April 12, 2024

NATIONAL ARCHIVES OF THE PHILIPPINES

RELEASED

DATE: 5/15/24

TR NO. 19240155 BY: UB

LYNN G. MENDOZA, EdD

OIC/Assistant Schools Division Superintendent

Department of Education MIMAROPA Region - Schools Division of Marinduque

Malusak, Boac, Marinduque

Attention: **JINKY L. MERON**
Administrative Officer IV

Madam:

The actual disposal of your valueless records shall strictly follow the applicable rules and regulations of NAP General Circular No. 5 (Guidelines on the Disposal of Valueless Records in Government Agencies) dated October 10, 2023. Attached is a copy of the RMA Report for records to be **segregated and retained**.

This serves only as your **notification** of the approval of your request dated January 12, 2024 which has been issued Authority No. A-2024-760 which covers only records approved for disposal in the attached RMA report, with the mode of disposal being: **Sale/Landfill**.

Meanwhile, you are reminded that you may **not dispose of your valueless records** unless the actual disposal is witnessed by representatives of NAP, COA and your agency. Your agency Records Officer and/or Custodian or its equivalent position shall be responsible for the safekeeping of records until the actual disposal. As to the valueless records which could not be sold due to their physical condition, please prepare a pit where we can safely bury them.

Our official buyer (D'Lacoste Enterprise) will be informed about your desire to avail their services. Please coordinate with them through telephone no. No. 8563-4845, Mobile No. 0917-1855156 and email address dlacosteenterprise@gmail.com and inform us about the date of disposal.

We can be reached at 3rd Floor Building A, 1765 Paz M. Guazon Street, Paco, Manila with Telephone No. (02) 521-3034 for any clarification and schedule of actual disposal.

Very truly yours,

ELIZABETH B. EJE
Chief, Records Management Services Division

Act
5/12/24



<p style="text-align: center;">NATIONAL ARCHIVES OF THE PHILIPPINES <i>Pambansang Sinupang ng Pilipinas</i></p> <p style="text-align: center;">RECORDS MANAGEMENT ANALYSIS REPORT</p>	<p>1. AGENCY NAME: DEPARTMENT OF EDUCATION <i>School Division of Marinduque</i></p>	
<p>3. LOCATION OF RECORDS: Department of Education – Schools Division of Marinduque – Storage Area</p>	<p>2. ADDRESS: T. Roque St., Brgy. Malusak, Boac, Marinduque</p>	
<p>5. BASIS OF APPRAISAL: Department of Education Records Disposition Schedule approved on April 19, 2010</p>	<p>4. TOTAL VOLUME IN CUBIC METERS: Approximately 6.65 cubic meters</p>	
<p>6. FINDINGS AND RECOMMENDATIONS:</p> <p>Note: This is the Final Analysis Report for the Request for Authority to Dispose of Records dated January 12, 2024.</p> <p>I. RECORDS FOR RETENTION:</p> <ul style="list-style-type: none"> ▪ Class Records – Student Permanent Records (School Form 18-A) (1999-2002, 2012-2013) except for Marinduque (2002) should be segregated and retained for permanent safekeeping since they are salvageable based on the Condition Report submitted by the Archives Preservation Division dated March 21, 2024. ▪ Communications/Correspondences (Routine) (2022) - should be segregated and retained for further safekeeping as it has not yet outlived its retention period of two (2) years. ▪ Recommended records for disposal which were found unsalvageable by the Archives Preservation Division should also be retained until such time all requirements for disposal have been submitted and executed by the requesting agency. <p>II. RECORDS FOR DISPOSAL:</p> <p>All records not mentioned in Findings I have already outlived their respective prescribed retention periods, thus, valueless and disposable.</p> <p>Since the agency through MS. LYNN G. MENDOZA, EdD, Assistant School Division Superintendent and Office In-Charge of the requesting school division office, certified that all records indicated in the request are no longer needed and not involved nor connected in any administrative or judicial cases, disposal by way of SALE/LANDFILL is hereby recommended provided that all specific provisions attached to each records series have been complied with and provided further that the contents of those permanent record will still be the responsibility of the owning agency.</p>		
<p>EVALUATED BY: MARVIN ERWIN M. SUPAN</p>	<p>POSITION: Records Management Analyst I</p>	<p>DATE: April 1, 2024</p>
<p>NOTED BY: ELIZABETH B. EJE</p>	<p>POSITION: Chief, RMSD</p>	<p>DATE: <i>April 4, 2024</i></p>

4/1/24

- [Signature]



NATIONAL ARCHIVES OF THE PHILIPPINES
Pambansang Sinupan ng Pilipinas

February 5, 2024

LYNN G. MENDOZA, EdD

Officer-in-Charge, Assistant School Division Superintendent
Department of Education - Schools Division of Marinduque
Isok I Boac, Marinduque

2/20/24
MZA 155

Attention: **DEMOCRITO M. NAZARENO**
Principal IV, Marinduque National High School

MARI ALETA M. SEMILLA
Registrar / OIC JHS Records Custodian

Madam:

The actual disposal of your valueless records shall strictly follow the applicable rules and regulations of NAP General Circular No. 2 (Guidelines on the Disposal of Valueless Records in Government Agencies) dated January 20, 2009. Attached is a copy of the RMA Report for records to be **disposed**.

This serves *only* as your **notification** of the approval of your request dated November 20, 2023 which has been issued Authority No. A-2024-215 which covers only records approved for disposal in the attached RMA report, with the mode of disposal being: **Sale**.

Meanwhile, **you are reminded that you may not dispose of your valueless records** unless the actual disposal is witnessed by representatives of NAP, COA and your agency. Your agency Records Officer and/or Custodian or its equivalent position shall be responsible for the safekeeping of records until the actual disposal.

Our official buyer (D'Lacoste Enterprise) will be informed about your desire to avail their services. Please coordinate with them through telephone No. 8563-4845, Mobile No. 0917-1855156, email address dlacosteenterprise@gmail.com and inform us about the date of disposal.

We can be reached at 3rd Floor Building A, 1765 Paz M. Guazon Street, Paco, Manila with Telephone No. (02) 521-3034 for any clarification and schedule of actual disposal.

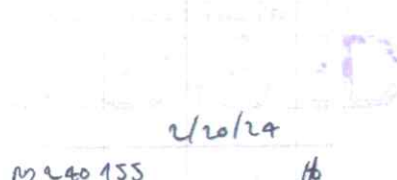


Very truly yours,

ELIZABETH B. EJE
Chief, Records Management Services Division

1765 Paz M. Guazon Street, Paco, Manila
Telephone number + 632 8521-3034, + 632 8642-9677
nationalarchives@nationalarchives.gov.ph
www.nationalarchives.gov.ph

GA

2/27/24

<p>NATIONAL ARCHIVES OF THE PHILIPPINES <i>Pambansang Sinupan ng Pilipinas</i></p> <p>RECORDS MANAGEMENT ANALYSIS REPORT</p>		<p>1. AGENCY NAME: DEPARTMENT OF EDUCATION – MARINDUQUE NATIONAL HIGH SCHOOL (Records Section)</p>	
		<p>2. ADDRESS: Isok I Boac, Marinduque</p>	
<p>3. LOCATION OF RECORDS: DepEd SDO Marinduque – Marinduque National High School</p>		<p>4. TOTAL VOLUME IN CUBIC METERS: Approximately 1.96 cu.m</p>	
<p>5. BASIS OF APPRAISAL: DepEd RDS approved on April 9, 2010</p>			
<p>6. FINDINGS AND RECOMMENDATIONS:</p> <p>All records listed in the agency’s Request for Authority to Dispose of Records dated November 20, 2023 are already disposable for having outlived their prescribed retention periods.</p> <p>In view thereof, disposal by SALE is hereby recommended for those records found valueless and disposable provided specific provisions stipulated in the abovementioned basis of appraisal had been complied.</p> <p style="text-align: right;">  2/20/24 10240155 fb </p>			
<p>EVALUATED BY:  WENDY H. SACRAMED</p>		<p>POSITION: Records Management Analyst II</p>	
<p> ELIZABETH B. EJE</p>		<p>POSITION: Chief, RMSD</p>	
		<p>DATE: February 1, 2024</p>	
		<p>DATE: <i>Feb. 1, 2024</i></p>	

- 1/21/2024