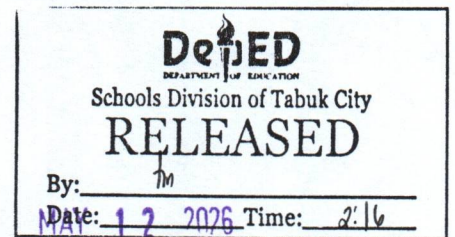




Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City



12 May 2026

DIVISION MEMORANDUM

No. 211 s. 2026

**DISPOSAL OF VALUELESS PUBLIC RECORDS IN THE
SCHOOLS DIVISION OF TABUK CITY**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Education Program Supervisors
Section and Unit Heads
Public Secondary and Elementary School Heads
School Administrative Officers
Others Concerned

1. Pursuant to National Archives of the Philippines (NAP) Circular No. 2 titled "Guidelines on the Disposal of Valueless Records in Government Agencies", and in connection with the ISO 9001:2015 application in the Schools Division Office of Tabuk City, all concerned personnel are hereby directed to identify valueless records for disposal. This shall be undertaken by referring to the agency's Records Disposition Schedule (RDS) and the General Records Disposition Schedule (GRDS) as the legal basis in determining the authorized retention periods of records.
2. To facilitate the records disposal process in this Division, the Administrative Services, through the Records Unit, shall consolidate all requests for disposal of public records to ensure compliance with the prescribed retention periods for various types of records. This initiative likewise aims to maintain an organized, systematic, and clutter-free records storage environment.
3. All personnel with valueless records for disposal shall accomplish NAP Form 3 in three (3) copies. The forms must be duly approved by their respective immediate supervisors. While awaiting approval from the National Archives of the Philippines, the valueless records shall be securely kept and stored in a safe place. Further instructions and schedules related to the disposal process shall be issued through a separate Division Memorandum.
4. All accomplished NAP Form 3 shall be submitted to the Records Unit on or before **June 15, 2026**.
5. A sample form and guide on how to properly fill out NAP Form 3, including the applicable schedules, may be accessed through <https://11nk.dev/nap-forms>.
6. For further queries and concerns, please look for Ms. Lovelyn L. Mukay, Records Office at the Records Unit.



Address: Bulanao Central School Cmpd., Purok 2, Bulanao Norte, Tabuk City, Kalinga
Email: tabuk.city@deped.gov.ph
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DepEd Tayo Tabuk City



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7. Immediate dissemination of and strict compliance with this Memorandum are hereby directed.


CHRISTOPHER C. BENIGNO PhD, EdD, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent 