



Republic of the Philippines
Department of Education
 REGION I



REGIONAL MEMORANDUM

No. 176 s. 2025

REQUEST FOR COMMENTS ON THE DRAFT DEPED RECORDS DISPOSITION SCHEDULE (RDS)

To: Schools Division Superintendents
 All Others Concerned

1. This refers to the issued Memorandum titled, REQUEST FOR COMMENTS ON THE DRAFT DEPED RECORDS DISPOSITION SCHEDULE dated January 24, 2025, and pursuant to Republic Act No. 9470, specifically Rule 7.3 of Circular No. 1 dated January 20, 2009, that any revisions or changes to the RDS of an Agency must be approved by the National Archives of the Philippines (NAP) through the Records Management Improvement Committee before its implementation.
2. Anent this, the DepEd RMIC agreed that the draft RDS must be reviewed as to the correctness and completeness. All concerned are encouraged to submit additional inputs of unique records with their corresponding retention periods, and any other related concerns in the appropriate folder provided via <https://bit.ly/RDSforreview> on or before February 14, 2025. Please note that non-submission by the given date will be taken as confirmation of agreement to the stated RDS.
3. For any clarifications or inquiries, please contact the Office of the Records Division at telephone number 8687-1449 or email at as.rd@deped.gov.ph.
4. For information and strict compliance.

TOLENTINO G. AQUINO

Director IV

Encl.: As stated
 Reference: As stated
 To be indicated in the Perpetual Index
 Under the following subjects:

COMMENTS SUGGESTIONS RDS

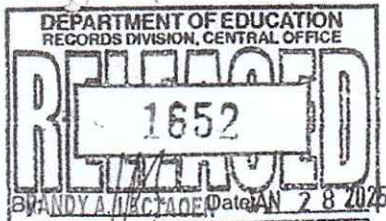
AD-RS/nbb/RM_RequestforCommentDraftDepEdRDS
 February 3, 2025



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Republic of the Philippines
Department of Education

MEMORANDUM

FOR : Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
All Others Concerned



FROM : **ATTY. MEL JOHN I. VERZOSA**
Undersecretary for Administration

MALCOLM S. GARMA
Assistant Secretary, Officer-In-Charge,
Office of the Undersecretary for Operations

SUBJECT : **REQUEST FOR COMMENTS ON THE DRAFT
DEPED RECORDS DISPOSITION SCHEDULE (RDS)**

DATE : **January 24, 2025**

Pursuant to Republic Act 9470, specifically Rule 7.3 of Circular No. 1, dated January 20, 2009, any revisions or changes to the Records Disposition Schedule (RDS) of an Agency must be approved by the National Archives of the Philippines (NAP) through the Records Management Improvement Committee before its implementation.

The DepEd National Records Management Improvement Committee (DEPED-NRMIC) agreed that the draft NAP Form 2 - Records Disposition Schedule (RDS) must be reviewed as to the correctness and completeness, submit additional inputs of unique records with their corresponding retention periods, and any other related concerns in the appropriate folder via this link: <https://bit.ly/RDSforreview> on or before February 14, 2025. Non-submission by the given date will be taken as confirmation of agreement to the stated RDS.

For any clarifications or inquiries, please contact the office of the Records Division at telephone number 8687-1449 or email us at as.rd@deped.gov.ph.

For preferential appropriate action.



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