



Republic of the Philippines
Department Of Education
 Region XI
Schools Division of Panabo

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2024-0108

To : **Assistant Schools Division Superintendent**
Raul E. Gacus, Administrative Officer V
Norpinang Pagagao, Records Officer
Kathryn Gae D. Jayoma, Cashier
All Concerned

Subject: **CONDUCT OF RECORDS INVENTORY, GENERAL CLEANING AND ORGANIZATION OF THE DESIGNATED STORAGE FACILITY**

Date: August 14, 2024

In compliance with the National Archives of the Philippines General Circular No. 1, Series of 2009, which mandates that all cash records, bank records, and reports be retained within the office vicinity for specific periods (5 years, 7 years, and 10 years depending on the classification and retention period), a facility has been established for the proper storage of both active and inactive financial documents.

To ensure that our records are properly organized and stored in accordance with the guidelines, the **Cashier, Records and Administrative Offices** will conduct records inventory, general cleaning and organization of the designated storage facility on Saturdays of August, September and October 2024. This activity is essential to maintain the integrity and accessibility of our financial documents.

All concerned personnel are required to participate in this activity to ensure that the documents are properly classified, labeled, and stored with confidentiality in accordance with the retention schedules outlined in the National Archives of the Philippines General Circular No. 1, s. 2009.

Further, participants in this activity shall be entitle to service credits or Compensatory Time-Off (CTO) for the services rendered on Saturday, Sunday, and Holiday as per DepEd Order no. 53, s. 2003 known as Updated Guidelines on Grants of Service Credits.

For your information and strict compliance.

JINKY B. FIRMAN PhD, CESO VI
 Assistant Schools Division Superintendent
 Officer-In-Charge
 Office of the Schools Division Superintendent

RELEASED

AUG 15 2024

RECORDS SECTION-SDO PANABO CITY



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