Republic of the Philippines
Department of Education
REGION XII
DIVISION OF SULTAN KUDARAT

DEPARTMENT OF EDUCATION
DIVISION OF SULTAN KUDARAT
RECORDS SECTION
RELEASED
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September 30, 2026

DIVISION MEMORANDUM
No. OSDS-RS No. 203 s. 2026

CONDUCT OF ON-SITE MONITORING AND VALIDATION OF RECORDS INVENTORY AND APPRAISAL

TO: OIC-Assistant Schools Division Superintendent
Chiefs of the Functional Divisions
Public Schools District Supervisors/Principals In-Charge
Public Elementary and Secondary School Heads
Administrative Officers II
All Others Concerned
This Division

1. In reference to Republic Act No. 9470, otherwise known as the National Archives of the Philippines Act of 2007, this Office, through the Records Section, shall conduct an on-site monitoring and validation of Records Inventory and Appraisal in all elementary and secondary schools in the Division.

2. This activity aims to ensure the accuracy, organization, and compliance of the Division's records management system by validating entries in the Inventory of Records (NAP Form 1) and Authority to Dispose Records (NAP Form 3) and finalizing NAP Forms 1 and 3 for national reporting.

3. The schedules of monitoring and validation are the following:

Date	Municipality
October 6, 2026	Esperanza
	Isulan
October 7, 2026	Kulaman
October 8, 2026	Bagumbayan
October 13, 2026	Columbio
October 14, 2026	Lutayan
October 15, 2026	Lambayong
October 20, 2026	President Quirino
October 21, 2026	Lebak
October 22, 2026	Kalamansig
October 23, 2026	Palimbang

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4. Meals, accommodation, and traveling expenses of the Division of Sultan Kudarat Records Inventory Team (DSKRIT) shall be charged against Division MOOE and/or local funds subject to the usual budgeting, accounting, and auditing rules and regulations.

5. For queries and clarifications, all concerned may contact **MS. BETH B. BALABAGAN** at beth.balabagan@deped.gov.ph or **MS. MAE KATHERINE P. SUMAPAL** at maekatherine.sumapal@deped.gov.ph .

6. Immediate and widest dissemination of this Memorandum is desired.

ROBERTO J. MONTERO, CESO V
Schools Division Superintendent

Enclosure: None
Reference: As Stated
To be indicated in the Perpetual Index under the following subjects:

APPRAISAL **INVENTORY** **MONITORING** **RECORDS**

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