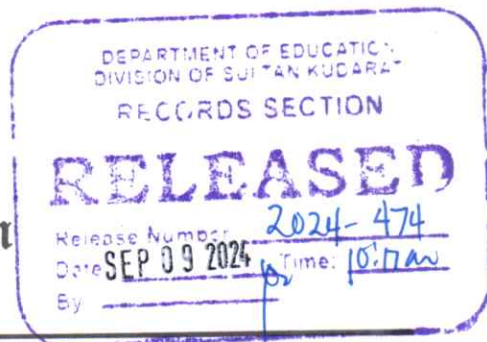




Republic of the Philippines
Department of Education
REGION XII
DIVISION OF SULTAN KUDARAT



September 10, 2024

No. DIVISION MEMORANDUM
OSDS-RS No. **161** s. 2024

**CONDUCT OF ON-SITE MONITORING AND VALIDATION OF RECORDS
INVENTORY AND APPRAISAL TO ALL DISTRICTS AND SECONDARY SCHOOLS
IN THE DIVISION OF SULTAN KUDARAT**

TO: Public Schools District Supervisors/Principals In-Charge
Elementary and Secondary School Heads
Administrative Officers II
All Others Concerned
This Division

1. In compliance with RA 9470, otherwise known as the National Archives of the Philippines Act of 2007 which strengthens the system of management and administration of archival records, the Division of Sultan Kudarat through the Records Section will conduct on-site monitoring and validation of Records Inventory and Appraisal to all Elementary and secondary schools in the Division of Sultan Kudarat.

2. This monitoring is aimed at the accuracy, organization, and compliance of our records management system.

- 2.1 Validate entries in the Inventory Form (NAP form 1) and Authority to Dispose Form (NAP form 3).
- 2.2 Finalize NAP Forms 1 and 3 for national reporting.

3. Below is the schedule and venue:

Date	Municipality
September 17-18, 2024	Senator Ninoy Aquino
September 19-20, 2024	Bagumbayan
September 24-25, 2024	Isulan
September 26-27, 2024	Esperanza
October 1-2, 2024	Lambayong
October 3-4, 2024	President Quirino
October 8-9, 2024	Cumbio
October 10-11, 2024	Lutayan
October 15-16, 2024	Kalamansig
October 17-18, 2024	Lebak
October 22-25, 2024	Palimbang

MKPS/OSDS-RECORDS/ DM-OSDS- Conduct Of On-Site Monitoring and Validation Of Records Inventory And Appraisal To All Elementary School Districts And Secondary Schools In The Division Of Sultan Kudarat/DSK-DIT- DivMemo-v2r0.0e01.08.21/September 10, 2024



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REGION XII
DIVISION OF SULTAN KUDARAT

4. Travelling, meals and accommodation expenses of the Division of Sultan Kudarat Records Inventory Team (DSKRIT) shall be charged to Division MOOE and/or local funds subject to the usual accounting and auditing rules and regulations.
5. For your information and guidance.

CRISPIN A. SOLIVEN JR., CESE
Schools Division Superintendent

Enclosure: None

Reference: As Stated

To be indicated in the Perpetual Index under the following subjects:

APPRAISAL

DISPOSAL

INVENTORY

RECORDS

MKPS/OSDS-RECORDS/ DM-OSDS- **Conduct Of On-Site Monitoring and Validation Of Records Inventory And Appraisal To All Elementary School Districts And Secondary Schools In The Division Of Sultan Kudarat/DSK-DIT-DivMemo-v2r0.0e01.08.21/September 10, 2024**
