



Republic of the Philippines
Department of Education
MIMAROPA Region
SCHOOLS DIVISION OF PALAWAN

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

February 12, 2024

DIVISION MEMORANDUM
No. 068, s. 2024

**REITERATION OF REGIONAL MEMORANDUM ASD-2024-006 REQUISITION
OF FILES IN THE RECORDS SECTION**

TO : Office of the Assistant Schools Division Superintendent
OIC – Office of the Assistant Schools Division Superintendent
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. The Department of Education issued Regional Memorandum ASD-2024-006 to serve as Policy and Guidelines on the Requisition of Files in the Records Section.
2. In view hereof, the Office of the Schools Division Superintendent – Administrative Section, Records Unit reiterates that all officials and employees shall use the File Requisition Slip when requesting office file/s.
3. Attached is the Regional Memorandum with the template to be used for reference. Likewise, the customized templates are also attached.
4. For information and strict compliance of all concerned.

70
ELsie
ELSIE T. HARRIOS, PhD
Schools Division Superintendent

LPC 02/12/2024

MATATAG
Bansang Makabata

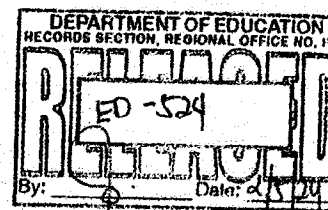


Gov. Salvador P. Socrates Govt. Center PEO Road, Bgy. Banca-Banca, Puerto Princesa City
(048) 433-6392
palawan@deped.gov.ph

www.depedpalawan.com
DepEd Palawan: DepEd Tayo Palawan



Republic of the Philippines
Department of Education
 MIMAROPA REGION



Office of the Regional Director

REGIONAL MEMORANDUM
 ASD-2024- 006

TO : ASSISTANT REGIONAL DIRECTOR
 SCHOOLS DIVISION SUPERINTENDENTS
 REGIONAL OFFICE PERSONNEL
 DIVISION RECORDS OFFICERS
 ALL CONCERNED

FROM : NICOLAS T. CAPULONG, PhD, CESO III
 Director IV
 Regional Director

SUBJECT : REQUISITION OF FILES IN THE RECORDS SECTION

DATE : February 5, 2024

Republic Act No. 10173, otherwise known as the Data Privacy Act is a law that seeks to protect all forms of information, be it private, personal, or sensitive. It is meant to cover both natural and juridical persons involved in the processing of personal information. Therefore, it is necessary to have a control mechanism in the requisition of records filed in the Records Section.

With this, the Administrative Services Division - Records Section requires all officials and employees to use the attached File Requisition Slip when requesting office file/s.

It is understood that all requests for records shall be endorsed by concerned office or personnel and must be duly approved by the Chief Administrative Officer, Administrative Services Division. In case of sensitive or confidential documents¹, the approval of the Regional Director shall be sought for.

Attached are the templates of File Requisition Slip for references.

For the information, guidance, and compliance of all concerned.

1. DepEd Records Management Operations Manual, page 86, Confidential Documents – these are documents which contain information and materials, the unauthorized disclosure of which would be prejudicial to the interest or prestige of the nation, or any government activity or would cause administrative embarrassment or unwanted injury to the honor and dignity of an individual or would be advantageous to foreign nations.

ASD-RS/TOS3



4



Republic of the Philippines
Department of Education
 MIMAROPA REGION

FILE REQUISITION SLIP
 Administrative Services Division - RECORDS SECTION
 (CONFIDENTIAL DOCUMENTS)

Date: _____

Request for:

- | | | | |
|--------------------------|------------------------------------|--------------------------|--------------|
| <input type="checkbox"/> | Authentication/Certified True Copy | <input type="checkbox"/> | Resolution |
| <input type="checkbox"/> | Photocopy | <input type="checkbox"/> | Decision |
| <input type="checkbox"/> | Others | <input type="checkbox"/> | Reassignment |
| | | <input type="checkbox"/> | Others |

Requested Documents: (please specify particular documents)

Purpose :

Requesting Office: _____
Requesting Employee: _____

Approved by: _____

(Signature over Printed Name)

(Head of Office)

Records Actions:

Number of pages: _____

Noted by: _____

Recommending approval: _____

Administrative Officer V
 Records Section

Chief Administrative Officer
 Administrative Services Division

Approved: _____

Regional Director

Requirements:

1. Accomplished Request Slip
2. If authorized representative
 - a) Accomplished Request Slip
 - b) Authorization Letter
 - c) I.D of authorizing person
 - d) I.D of authorized person

Received by: _____
 (Signature over printed name)

Duration:

1-2 days, except if request requires legal clearance from the Office of the Regional Director.



Address: Maralco Avenue corner St. Paul Road, Pasig City
 Telephone Nos.: (02) 8631-4070 | (02) 8637-2895 | (02) 8637-1799
 Email address: mimaropa.region@deped.gov.ph
 Website: depedmimaroparegion.ph

Doc. Ref. Code	RD-ASD-F-017	Rev	00
Effectivity	03.20.2023	Page	1 of 1

4



Republic of the Philippines
Department of Education
 MIMAROPA REGION

FILE REQUISITION SLIP
 Administrative Services Division - RECORDS SECTION
 (REGULAR DOCUMENTS)

Date: _____

Request for:

- Authentication/Certified True Copy Others
 Photocopy

Requested Documents: (please specify particular documents)

Purpose :

Requesting Office: _____

Requesting Employee: _____

Approved by: _____

(Signature over Printed Name)

(Head of Office)

Records Actions:

Number of pages: _____

Recommending approval:

Approved by:

Administrative Officer V
 Records Section

Chief Administrative Officer
 Administrative Services Division

Requirements:

1. Accomplished Request Slip
2. If authorized representative
 - a) Accomplished Request Slip
 - b) Authorization Letter
 - c) I.D of authorizing person
 - d) I.D of authorized person

Received by: _____
 (Signature over printed name)

Duration:
 1-2 days, except if request requires legal clearance from the Office of the Regional Director.



Address: Maricao Avenue corner St. Paul Road, Pasig City
 Telephone Nos.: (02) 8631-4070 | (02) 8637-2885 | (02) 8637-1799
 Email address: mimaropa.region@deped.gov.ph
 Website: depedmimaroperegion.ph

Doc. Ref. Code	RO-ASD-F-016	Rev	00
Effectivity	03.20.2023	Page	1 of 1

V



Republic of the Philippines
Department of Education
 MIMAROPA Region
SCHOOLS DIVISION OF PALAWAN

FILE REQUISITION SLIP
 Administrative Section – RECORDS UNIT
 (CONFIDENTIAL DOCUMENTS)

Date: _____

Request for:

- Authentication / Certified True Copy
- Photocopy
- Others

- Resolution
- Decision
- Reassignment
- Others

Requested Documents: (please specify particular documents)

Purpose :

Requesting Office: _____

Requesting Employee: _____

Approved by: _____

(Signature over Printed Name)

(Head of Office)

Records Actions:

Number of pages: _____

Noted by: _____

Recommending approval: _____

LIZETTE P. CORPUZ

Administrative Officer IV – Records Unit

ISABELITA A. SAMPAYAN

Administrative Officer V

Approved:

 Regional Director

Requirements:

1. Accomplished Request Slip
2. If authorized representative
 - a) Accomplished Request Slip
 - b) Authorization Letter
 - c) I.D of authorizing person
 - d) I.D of authorized person

Received by: _____

(Signature over printed name)

Duration:

1-2 days, except if request requires legal clearance from the Office of the Regional Director.

MATATAG

Ransang Makabata Batang Makabansa



Gov. Salvador P. Socrates Govt. Center PEO Road, Bgy. Banca-Bancao, Puerto Princesa City
 (048) 433-6392
 www.depedpalawan.com
 palawan@deped.gov.ph

DepEd Palawan, DepEd Tayo Palawan

K



Republic of the Philippines
Department of Education
MIMAROPA Region
SCHOOLS DIVISION OF PALAWAN

FILE REQUISITION SLIP
Administrative Section – RECORDS UNIT
(REGULAR DOCUMENTS)

Date: _____

Request for:

- Authentication / Certified True Copy
 Photocopy

Others

Requested Documents: (please specify particular documents)

Purpose :

Requesting Office: _____

Requesting Employee: _____

Approved by:

 (Signature over Printed Name)

 (Head of Office)

Records Actions:

Number of pages: _____

Recommending approval:

Approved by:

LIZETTE P. CORPUZ
 Administrative Officer IV – Records Unit

ISABELITA A. SAMPAYAN
 Administrative Officer V

Requirements:

1. Accomplished Request Slip
2. If authorized representative
 - a) Accomplished Request Slip
 - b) Authorization Letter
 - c) I.D of authorizing person
 - d) I.D of authorized person.

Received by: _____
 (Signature over printed name)

Duration:

1-2 days, except if request requires legal clearance from the Office of the Regional Director.



N