

### Department of Education MIMAROPA Region

#### SCHOOLS DIVISION OF PALAWAN

#### OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

February 12, 2024

DIVISION MEMORANDUM No. <u>668</u>,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

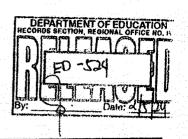
All Others Concerned

- 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.

ELSIE T. HARRIOS, PhD
Schools Division Superintendent



## 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 documents<sup>1</sup>, 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.

ASD-RS/TOS3



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.



### Republic of the Philippines

### Department of Education

MIMAROPA REGION

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

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Telephone Nos Email address: Websiter Meralco Avenue comer St. Paut Road, Pasig City (02) 8831-4070 | (02) 8637-2895 | (02) 8637-1799 mimaropa.region@deped.gov.ph depedmimaroparening.ph

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



#### Republic of the Philippines

## Department of Education MIMAROPA REGION

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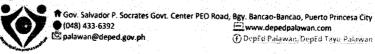
#### Republic of the Philippines

### Department of Education MIMAROPA Region SCHOOLS DIVISION OF PALAWAN

#### FILE REQUISITION SLIP Administrative Section - RECORDS UNIT (CONFIDENTIAL DOCUMENTS)

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# Department of Education MIMAROPA Region SCHOOLS DIVISION OF PALAWAN

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↑ Gov. Salvador P. Socrates Govt. Center PEO Road, Bgy. Bancao-Bancao, Puerto Princesa City

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