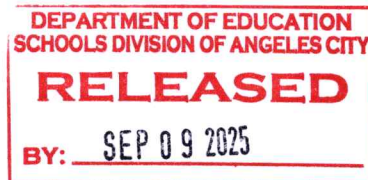




Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF ANGELES CITY



9 Sep 2025

DIVISION MEMORANDUM

No. 298, s. 2025

IMPLEMENTATION OF RECORDS MANAGEMENT SYSTEM (RMS)

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. In line with the Schools Division Office's commitment to institutionalize a responsive, secure, and fully traceable Records Management System (RMS), the official implementation date is set on September 8, 2025.

2. The RMS covers the digitalization and centralized tracking of incoming and outgoing records across the Division and its public schools. To ensure smooth transition and compliance, the following document titles in the first column shall remain as physical/hard copies while on the second column are the document titles that shall be processed as digital records:

Documents to remain as physical/hard copies	Documents to be processed as digital records
- Application of Electric Meter and Water Meter - Application Papers (Vacant Positions) - Appointment Documentary Requirements - Bank Reconciliation Documentary Requirements - Government Permits (Recognition, Operation, Tuition Fee, Establishment, Renaming, Separation, Calendar, Summer Class, Curriculum, SEC Registration) - Equivalent Record Form (ERF)/Reclassification of Position Application - Fidelity Bond - Legal Documents (Counter Affidavit, Order, Subpoena, Case, Resolution) - Liquidation Report - Memorandum of Agreement (MOA)/Understanding (MOU) - Notice of Salary Adjustment - Opening of Bank Account Request - Certification of Last Payment (ATM) - Request for Authority to Engage in Limited Practice - Retirement/Separation/Survivorship Application	- Activity Request (AR) & Authority to Conduct (ATC) - Alternative Learning System (ALS) Concerns - Attendance Report of Personnel - Authority to Travel - Basic Education Information System (BEIS), Government Elementary/Secondary School Profile (GESP/GSSP), Private School Profile (PSP) - Certification, Authentication, and Verification (CAV) Request - Certificate of Employment (Public & Private Schools) - Change of Name and Status - Class Program / Schedule / Teacher's Load / Shifting - Complaint Letters - Conduct of Study



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- Salary Claims and Benefits (Payment, Differential, Loyalty, TLB, Monetization) - School Operating Budget (SOB), Work and Financial Plan–Annual Implementation Plan (WFP–AIP) - Service Credits - Statement of Assets, Liabilities and Net Worth (SALN) - Travel Abroad	- Correction of Entries on Academic School Records - Designation Orders / Recommendation Letters - Early Childhood Care and Development (ECCD) Assessment - Form 6 (Application for Leave) - Individual Performance Commitment and Review Form (IPCRF) - Inventory of School Records (NAP Form 1) - Inventory of School Properties Report - Inventory and Inspection Report of Unserviceable Property (IIRUP) - Invitation Letters - Issuance of Requested Document (CTC) - Learner Information System (LIS), Learner Reference Number (LRN) Concerns - Locator Slip - Notice of Step Increment (NOSI) - Obligation Request and Status (ORS) - Office Performance Commitment and Review Form (OPCRF) - Philippine Educational Placement Test (PEPT)/ALS Accreditation & Equivalency (A&E) Assessment - Permit to Teach - Personal Services Itemization and Plantilla of Personnel (PSIPOP) - Personnel Performance Concerns - Program of Works - Project Proposals
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	- Recomputed Grades Report - Requests for Additional Subjects of Students (Overloading) - Request for Alternative Delivery Mode - Request for Change of Work Schedule - Request for Substitution - Resignation - Return to Duty (RTD) - School Forms (SF 4, 5, 6) - Service Records (HRMS) - Summer Class Program - Technical Evaluation of Research, Innovation, and Learning/Development Applications - Transfer of Station - Bank Statements - Certification and Verification of Original Documents (VTC & CTC) - Content Validation of Research - Contracts - Diplomas & Certificates
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2. Immediate dissemination and strict compliance with this Memorandum are earnestly desired.

ENGR. EDGARD C. DOMINGO PhD CESO V
Schools Division Superintendent

Encl.: As stated
Reference: As stated
To be indicated in the Perpetual Index under the following subjects:
RMS IMPLEMENTATION
MCS/AOV/September 8, 2025



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