

Republika ng Pilipinas
(Republic of the Philippines)
KAGAWARAN NG EDUKASYON AT KULTURA
(DEPARTMENT OF EDUCATION AND CULTURE)
Ay 118

September 5, 1970

DEPARTMENT MEMORANDUM
No. 131, s. -975

RECORDS MANAGEMENT

To the: Bureau Director,
Regional Directors

The following guidelines on Records Management shall be observed by all concerned, effective immediately:

1. All personnel records (PR) of employees of the former Bureau of Public Schools, Bureau of Vocational Education, and Bureau of Private Schools who are in the regions shall be transferred to the respective regional offices. The H.P.S. and B.V.E. records shall be segregated in preparation for their transfer to the different regions.
2. Mr. Cirilo D. Enriquez shall concentrate on the classification and evaluation of the H.P.S. records. While the H.P.S. records are being classified and evaluated, Mr. Ruben Felix shall continue to handle all current DEC records and communications.
3. Records of former H.P.S. and B.V.E. employees who are retained in the Department proper shall be transferred to the Central Records of the DEC.
4. The Personnel Division shall keep all Service Record Cards of former H.P.S., B.V.E. and H.P.S. employees who are in the regions. The regional records offices shall construct the Service Record Cards of employees in their respective regions by copying the entries from the old service records. Blank cards will be provided for this purpose by the Reorganization Committee. Service Record Cards which have been loaned to the regional offices shall be returned to this Office as soon as the entries have been copied on the new cards furnished them.

- a. With regard to Property Accounts, the Supplies Ledger Cards (Govt Form #8-47) of property in the different regions shall be transferred to the respective regions. All regional supply officials shall report promptly to the Director of the Bureau of Education for the Interior from the Department of the Interior Chief Supply Officer as soon as possible.

(S.S.) JOHN L. MURPHY
Secretary of Education and Culture