



DTS:2503-412

Republic of the Philippines  
Department of Education  
**REGION I**  
SCHOOLS DIVISION OF VIGAN CITY

**Office of the Schools Division Superintendent**

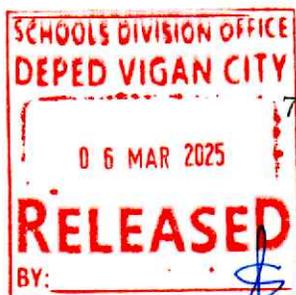
**DIVISION MEMORANDUM**

No. 114, s.2025

**ORIENTATION ON THE CONDUCT OF ANNUAL INVENTORY OF RECORDS**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
School Heads/ OIC of Public Elementary and Secondary Schools  
Section and Unit Heads

1. In compliance to RA 9470, or the National Archives of the Philippines Act of 2007, which mandates that all government offices shall regularly conduct inventory of public records, the Schools Division of Vigan City will be conducting an orientation for the annual inventory of Public Records on March 21, 2025, at 1:00 PM at the SDO Conference Hall.
2. The goal of this orientation is to ensure that all records custodians, keepers, and personnel are equipped with knowledge and skills needed to properly conduct a systematic and accurate records inventory.
3. Further, all schools and offices shall submit an accomplished NAP Form 1 (Records Inventory & Appraisal Form) to the Records Unit and email scanned copy to [shereilyn.riodil@deped.gov.ph](mailto:shereilyn.riodil@deped.gov.ph) on or before April 21, 2025.
4. Participants are requested to bring their own water bottle for the orientation. The program management team, list of participants and the program of activities are shown in Enclosure No. 1 and 2, respectively.
5. This memorandum shall serve as the locator slip to all participants.
6. For concerns, queries, and or assistance, please contact Sherelyn B. Rioidil, Administrative Officer IV of the Records unit through 09171390853.
7. Wide and immediate dissemination of this memorandum is desired.



**VILMA D. EDA, CESO V**  
Schools Division Superintendent



Address: Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur  
Telephone No: (077) 722-20-23 / (077) 632-05-33  
Email Address: [vigan.city@deped.gov.ph](mailto:vigan.city@deped.gov.ph)  
Website: [www.depedviganacity.com](http://www.depedviganacity.com)



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Enclosure No. 1

**PROJECT MANAGEMENT TEAM**

	<b>Name</b>	<b>Position</b>	<b>Designation</b>
1	Vilma D. Eda, CESO V	Schools Division Superintendent	Consultant
2	Annie D. Pagdilao, CESO VI	Assistant Schools Division Superintendent	Consultant
3	Atty. Kim R. Tagorda	Administrative Officer V	Program Manager
4	Sherelyn B. Riodil	Administrative Officer IV	Program Owner
5	Vanessa U. Sinogo	Administrative Assistant III	Moderator
6	Maria Korynne Taborda	Nurse II	Welfare Officer
7	Vince Jude Rosales	Administrative Assistant III	Secretariat
8	Lloyd Ancheta	Administrative Assistant III	Documenter
9	Grace F. Castañeda	School Principal II	QAME

**LIST OF PARTICIPANTS**

	<b>Name</b>	<b>Position</b>	<b>School/Office</b>
<b>Division Personnel</b>			
1	Jess Messiah Navarro	Administrative Assistant III	Budget
2	Nicole Arce	Administrative Assistant III	Payroll
3	Bryan Portugal	Administrative Assistant I	Cash
4	Mark Jason Raboy	Administrative Aide VI	Personnel
5	Angelene Itchon	Administrative Aide VI	Personnel
6	Reymalin Llanes	Administrative Assistant II	BAC
7	Adelmar Paeta	Administrative Assistant III	Accounting
8	Winston P. Pila	Administrative Assistant III	CID
9	Ted Cliexzle Aurellado	Administrative Assistant III	SGOD
<b>School Personnel</b>			
10	Jonathan Frando	Administrative Assistant II	ISNHS-JHS
11	Faye Angelique Tabboga	Administrative Officer II	ISNHS-SHS
12	Alexander Pajo	Administrative Officer II	VNHSE
13	Janine Austine Rafanan	Administrative Officer II	VNHSW
14	Naira Abigail Segui	Administrative Officer II	VCS
15	Dennis Aguimbag	Administrative Officer II	RPES, SJES
16	Lailanie L. Rabbon	Administrative Officer II	BMSW
17	Reginal Quario	Administrative Officer II	NES, RES
18	Ma. Angelica Taberna	Administrative Officer II	BPES
19	Krystel Elaine Marie Catura	Administrative Officer II	JSES, PIS



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20	Ma. Cristina Emely P. Ramos	Administrative Officer II	MES, GESIIMES
21	Gloaida D. Reclusado	Administrative Officer II	APES
22	Jessa Mae Piano	Administrative Officer II	CAMES, CCES
23	Katrine Anne Arce	Administrative Officer II	CAPES, BMSE
24	Jessica D. Rigos	Administrative Officer II	SPBES, TES



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Enclosure No. 2

**PROGRAM OF ACTIVITIES****ORIENTATION ON THE CONDUCT OF ANNUAL INVENTORY OF RECORDS**

March 21, 2025

3<sup>rd</sup> Floor SDO Conference Hall

Time	Activity	
1:00 –1:15	Attendance/ Registration	
1:16-1:30	Singing of the National Anthem	AVP
	Prayer	AVP
	Opening Remarks	<b>Annie D. Pagdilao, EdD, CESO VI</b> Asst. Schools Division Superintendent
	Message	<b>Vilma D. Eda, CESO V</b> Schools Division Superintendent
1:31-3:00	Orientation	<b>Sherelyn B. Riodil</b> Overview of Topics: Records Inventory Objectives of Records Inventory
3:01-3:15	Break	
3:16-4:30	Orientation	<b>Sherelyn B. Riodil</b> Filling-in the NAP Form 1 (Records Inventory and Appraisal Form) Records Disposal Procedure Filling-in the NAP Form 3 (Records Disposal Form)
4:31-4:45	Open Forum	
4:46 – 5:00	Closing Remarks	<b>Atty. Kim R. Tagorda</b> Administrative Officer V
	Evaluation	

Moderator: Vanessa U. Sinogo  
Administrative Assistant III

Secretariat: Vince Jude Rosales  
Administrative Assistant III



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