



DTS:2602-522

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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 106, s.2026

ORIENTATION ON THE CONDUCT OF ANNUAL INVENTORY OF RECORDS

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

1. In relation to the continuous cycle of Records Management, this office informs all concerned on the conduct of orientation for the annual inventory of public records in preparation to the disposition phase of all documents.
2. The orientation shall be on February 20, 2026, at 8:00- 12:00NN at SDO Conference Hall. Please see list of participants (Annex A) and Activity Matrix (Annex B).
3. Further, all schools and offices shall submit a 1 copy of accomplished NAP Form 1 (Records Inventory & Appraisal Form) to the Records Unit and email scanned copy to sherelyn.riodil@deped.gov.ph on or March 20, 2026.
4. This memorandum shall serve as the locator slip to all participants.
5. For concerns, queries, and or assistance, please contact Sherelyn B. Riodil, Administrative Officer IV of the Records unit through 09171390853.
6. Wide and immediate dissemination of this memorandum is desired.

[Signature]
VILMA D. EDA, CESO V
Schools Division Superintendent



Address: Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur
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Annex A

PROJECT MANAGEMENT TEAM

	Name	Position	Designation
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	Jackielyn Fernandez	Administrative Aide VI	Secretariat
6	Maria Korynne Taborda	Nurse II	Welfare Officer
7	Vincent Jude Rosales	Administrative Assistant III	Moderator
8	Eric Tapat	Administrative Assistant IIII	Documenter
9	Racquel Follante	School Principal II	QAME

LIST OF PARTICIPANTS

	Name	Position	School/Office
Division Personnel			
1	Jinky Joy Alejo	Administrative Assistant III	Budget
2	Giro Anthony Flandez	Administrative Aide VI	Supply
3	Nenita Alviar	Administrative Aide VI	Payroll
4	Dianne Christine Frio	Administrative Assistant I	Cash
5	Carlo Jigg Portugal	Administrative Aide VI	Personnel
6	Jayson Domingo	Administrative Aide VI	Personnel
7	Reymalin Llanes	Administrative Assistant II	BAC
8	Rosjayne Mey Gandeza	Administrative Assistant III	Accounting
9	Winston P. Pila	Administrative Assistant III	CID
10	Ted Cliexzle Aurellado	Administrative Assistant III	SGOD
11	Clarence Pe Benito	Administrative Assistant III	OSDS
School Personnel			
11	Jonathan Frando	Administrative Assistant II	ISNHS-JHS
12	Marie Grace L. Corpuz	Administrative Officer II	ISNHS-SHS
13	Genius C. Asper	Administrative Officer II	SPBES
14	Janine Austine Rafanan	Administrative Officer II	VNHSW
15	Naira Abigail Segui	Administrative Officer II	BMSE
16	Dennis Aguimbag	Administrative Officer II	CAPES
17	Lailanie L. Rabbon	Administrative Officer II	VNHSE
18	Reginal Quario	Administrative Officer II	CAMES
19	Ma. Angelica Taberna	Administrative Officer II	APES
20	Krystel Elaine Marie Catura	Administrative Officer II	BMSW



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21	Ma. Cristina Emely P. Ramos	Administrative Officer II	GESIIMES
22	Gloaida D. Reclusado	Administrative Officer II	JSES
23	Jessa Mae Piano	Administrative Officer II	CCES
24	Katrine Anne Arce	Administrative Officer II	SJES
25	Jessica D. Rigos	Administrative Officer II	BPES
26	Grace Formoso	Administrative Officer II	MES
27	Gemalyn Lampote	Administrative Officer II	VCS
28	Nicole Gascon	Administrative Officer II	TES
29	Mark Jason Raboy	Administrative Officer II	PIS
30	Neil Onemig Purisima	Administrative Officer II	NES
31	Oiner Rafanan	Administrative Officer II	RES
32	Charmaine Alinio	Administrative Officer II	RPES





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Annex B

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

February 20, 2026
 3rd Floor SDO Conference Hall

Time	Activity	
8:00 –8:15	Attendance/ Registration	
8:16-8:30	Singing of the National Anthem	AVP
	Prayer	AVP
	Opening Remarks	Annie D. Pagdilao, EdD, CESO VI Asst. Schools Division Superintendent
	Message	Vilma D. Eda, CESO V Schools Division Superintendent
8:31-9:00	Orientation	Sherelyn B. Riodil Overview of Topics: Records Inventory Objectives of Records Inventory
9:01-9:15	Break	
9:16-11:30	Orientation	Sherelyn B. Riodil Filling-in the NAP Form 1 (Records Inventory and Appraisal Form) Records Disposal Procedure Filling-in the NAP Form 3 (Records Disposal Form)
11:31-11:45	Open Forum	
11:46 – 12:00	Closing Remarks	Atty. Kim R. Tagorda Administrative Officer V
	Evaluation	

Secretariat: Jackielyn Fernandez
 Administrative Aide VI

Moderator: Vince Jude Rosales
 Administrative Assistant III

