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|  TESDA-QP-02-F01Rev. No. 00 – 03/01/17 |
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**Technical Education and Skills Development Authority**OFFICE OF THE DIRECTOR GENERAL

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**ROUTE SLIP**

FOR INFORMATION / GUIDANCE

ODDG for Policies and Planning

ODDG for TESD Operations

CSA

TESDA Board Secretariat

Others:\_\_\_\_\_\_\_\_\_\_\_\_\_

**To/For:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Subject:**

FOR CSW

FOR APPROPRIATE ACTION

**Remarks:**

Director General/Secretary

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 TESDA-QP-02-F02

Rev. No. 00 – 03/01/17

**Note:** This form is applicable only at TESDA Central Office. The RO/PO shall design its route slip form and shall be labeled as TESDA-QP-02-F02.

ODDG for Partnerships
and Linkages

ODDG for CLGUS

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| **NATIONAL ARCHIVES OF THE PHILIPPINES***Pambansang Sinupan ng Pilipinas***RECORDS INVENTORY AND APPRAISAL** | **AGENCY**  | **ORGANIZATIONAL UNIT** | **TELEPHONE NO.:** |
| **ADDRESS**  | **PERSON-IN-CHARGE OF FILES** | **DATE PREPARED** |
| **RECORDS SERIES TITLE & DESCRIPTION** | **PERIOD COVERED** | **VOLUME IN CUBIC METER** | **LOCATION OF RECORDS** | **FREQUENCY OF USE** | **DUPLICATION** | **TIME VALUE T / P** | **UTILITY VALUE Adm / F / L / Arc** | **RETENTION PERIOD** | **DISPOSITION PROVISION** |
| **Active** | **Storage** | **Total** |
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| **LEGEND:** |  |  |  |  |  |  |  |  |  |  |  |
| TIME VALUE: T - Temporary | **P** - Permanent |  |  |  |  |  |  |  |  |  |  |
| UTILITY VALUE: Adm - Administrative | **F**  - Fiscal | **L** - Legal | **Arc** - Archival |  |  |  |  |  |  |  |  |
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| **PREPARED BY:** |  |  | **ASSISTED BY:** |  |  |  |  | **APPROVED BY:** |  |
|   |  |  |   |   |   |  |  |  |
| Name and Position |  |  | NAP Records Management Analyst |  |  | Chief of the Division/Department |

NAP Form No. 1

 NAP Form No. 2

|  |  |
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| **NATIONAL ARCHIVES OF THE PHILIPPINES***Pambansang Sinupan ng Pilipinas***RECORDS DISPOSITION SCHEDULE** | **1. AGENCY NAME:** |
| **2. ADDRESS:** |
| **3. SCHEDULE NO.:** | **4. DATE PREPARED:** |
| **5. ITEM NO.** | **6. RECORD SERIES TITLE AND DESCRIPTION** | **7. RETENTION PERIOD** | **8. REMARKS** |
| **Active** | **Storage** | **Total** |
|  |  |  |  |  |  |

 2008

**IMPORTANT:** Pursuant to Section 18, Article III, RA 9470 s.2007, "No government department, bureau, agency and instrumentality shall dispose of, destroy or authorize the disposal or destruction of any public records, which are in the custody or under its control except with the prior written authority of the executive director.”

 Page of Pages

 NAP Form No.2

 2008

 **9. Prepared by: 11. Recommending Approval:**

Name Name

Position Position

 **10. Assisted by: 12. Approved:**

Name Name

Position Position

 **TO BE ACCOMPLISHED BY THE NATIONAL ARCHIVES OF THE PHILIPPINES**

 This Records Disposition Schedule

 is being returned for improvement/correction

 is being recommended for approval

Chairman

 Records Management Evaluation Committee

 Date

**APPROVED:**

Executive Director

Date

 Page \_\_\_ of \_\_\_ Pages

NAP Form No.3 Accomplish in 3 copies

Revised 2012

**VOLUME IN CUBIC METER:**

**LOC**A**TION OF RECORDS:**

**TELEPHONE NUMBER:**

**DATE:**

**CERTIFIED AND APPROVED BY:**

 This is to certify that the above mentioned records are no longer needed and

 not involved nor connected in any administrative or judicial cases.

 Name and Signature of Agency Head

 or Duly Authorized Representative

**PERIOD COVERED**

**RECORD SERIES TITLE AND DESCRIPTION**

**GRDS/ RDS ITEM NO.**

**NATIONAL ARCHIVES OF THE PHILIPPINES**

*Pambansang Sinupan ng Pilipinas*

**REQUEST FOR AUTHORITY TO DISPOSE**

**OF RECORDS**

**POSITION:**

**PREPARED BY: (**Name & Signature)

**ADDRESS:**

**AGENCY NAME:**

**RETENTION PERIOD**

**AND PROVISION/S**

**COMPLIED *(If Any)***