



Republic of the Philippines  
Department of Education  
REGION VI – Western Visayas  
SCHOOLS DIVISION OF SAGAY CITY

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February 13, 2024

DIVISION ORDER  
NO. 001, S. 2024

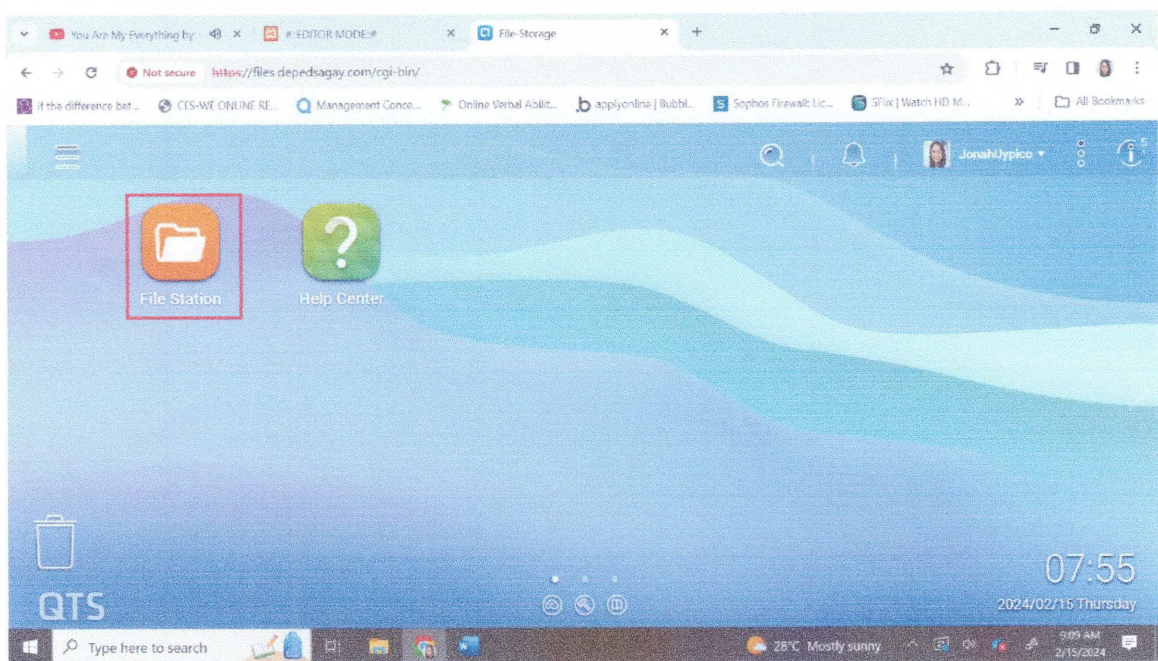
**BASIC EDUCATION SCHOOL RECORDS DIGITIZATION IMPLEMENTATION  
GUIDELINES AND POLICY**

To: Asst. Schools Division Superintendent  
Chief Education Supervisor, CID  
Chief Education Supervisor, SGOD  
Administrative Officer V  
Public District Supervisors  
Public School Heads, Elementary and Secondary  
Public School Registrar  
School ICT Coordinators, Elementary and Secondary

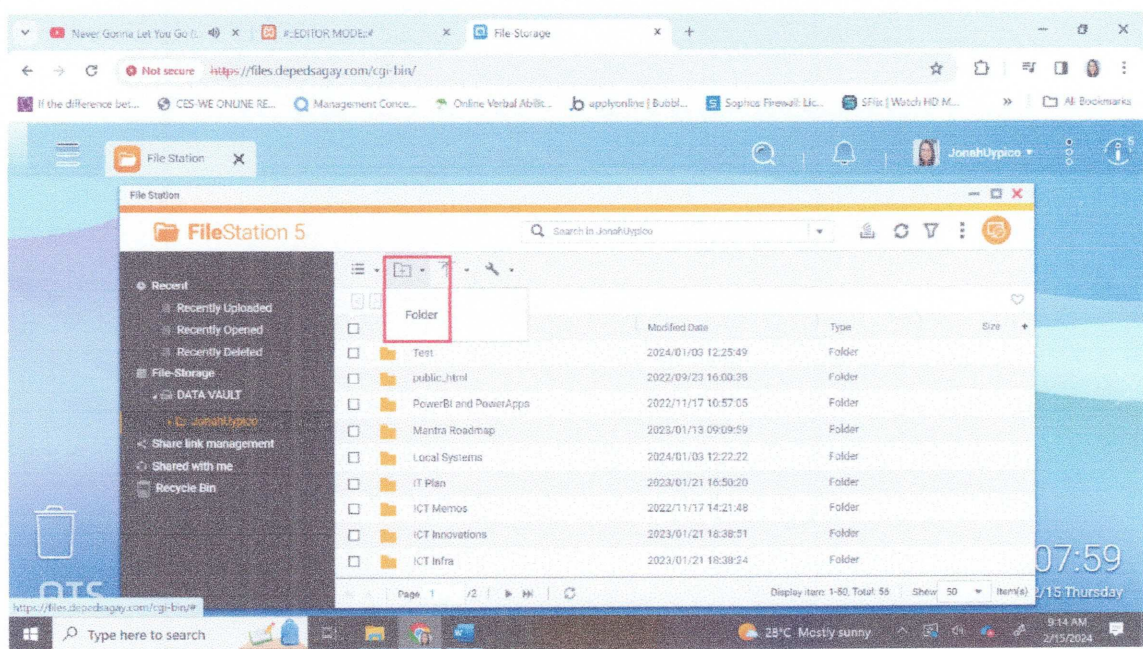
1. DepEd Order No. 48, s. 2017 Policy and Procedural Guidelines on the Certification, Authentication and Verification of Basic Education School Records, school records define and perpetuate the educational status of a person and, most importantly, influence his/her future undertakings, regardless of professional, and/or otherwise, level. The availability of and accessibility thereof must, therefore, be assured. Foremost is that its reliability and authenticity should be guaranteed at all times.
2. Embarking on this rationale under the DepEd Order No. 48, s. 2017, all schools are directed to start digitization activities of the basic education school records from **School Year 2013 to 2023 of learners who have completed the Elementary, Junior High School and Senior High School records.**
3. The purpose of this policy is to establish guidelines and procedures for the digitization of school records of all schools under SDO Sagay City. This policy aims to improve preservation, accessibility, security, and efficiency in records management while ensuring compliance with Republic Act No. 10173 on Data Privacy Act and other legal and regulatory requirements.
4. This policy applies to school records, specifically School Form 10 of learners.
5. The school administration is responsible for authorizing and overseeing the digitization of school records. The school registrar or school head shall oversee the implementation and uploading of digitized school records to the network attached storage (NAS) of the Division Office. Each school shall be given a NAS account to upload their digitized school records by the IT Officer. The digitization progress will be monitored by the Planning Officer, Records Officer, and IT Officer.
5. To ensure data security and privacy all schools are directed to upload digitized school records to SDO Sagay City's network attached storage to prevent data mining, prevent unauthorized access or data breaches. Access to digitized records shall be restricted to authorized personnel – School Head, Registrar, and School ICT Coordinator only. The school shall adhere to data protection laws and regulations, ensuring the confidentiality and privacy of sensitive information.



6. The school administration shall establish procedures to ensure accuracy and integrity of digitized records during the conversion process. Regular audits and quality checks shall be conducted to verify the completeness and reliability of digitized records.
7. Digitized records shall be retained in accordance with applicable retention schedules stated on the Department of Education Records Management Operations Manual. School records are permanent in nature; thus, proper handling and storage should be implemented with utmost care.
8. To facilitate account creation on network attached storage (NAS) please request through this link, <https://bit.ly/localinfosys>
9. To access the network attached storage (NAS):
- a. Open a browser and type the URL <https://files.depedsagay.com>
  - b. Log in with your username and password.
  - c. Click the icon of File Station.

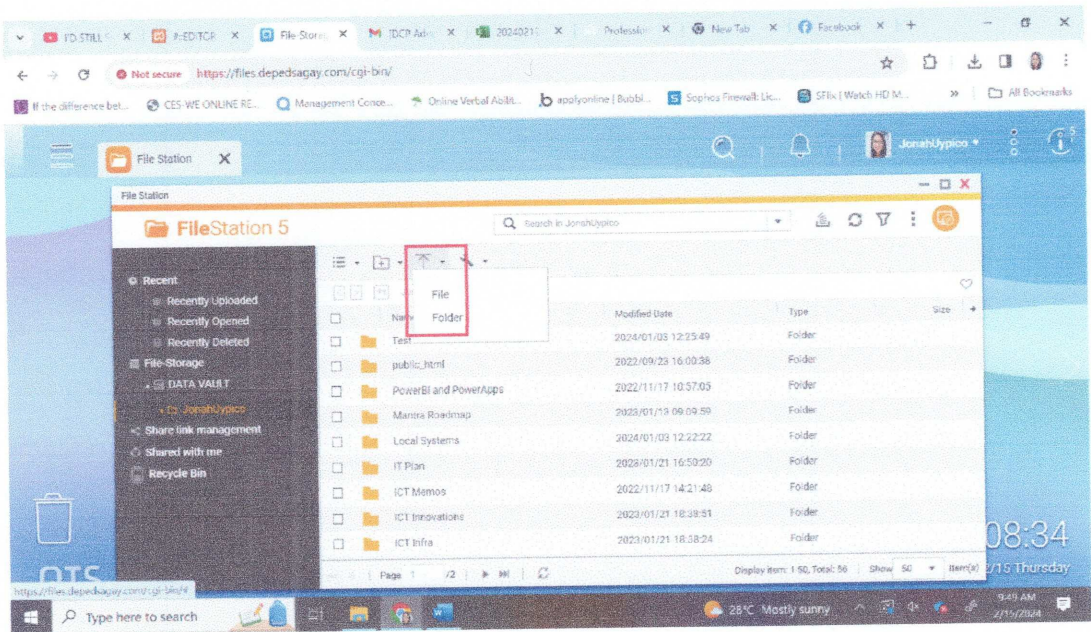


- d. Create a folder for each target year of school record to be digitized by clicking the folder icon. Example: 2013, 2014, 2015, and so on...





- e. Click the folder created and upload the digitized school record of learners in PDF or JPEG file for school records between 2013 to 2016.



10. A standardized naming convention of school records will be followed, as shown in the illustration below.

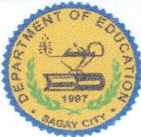
***LRN-Surname-Firstname-Middlename (111777082314-Delacruz-Juan-Manolo)***

11. This Order shall take effect immediately upon its approval.
12. Immediate dissemination of and strict compliance with this Order is directed.

*MARSETTE D. SABBALUCA*  
**MARSETTE D. SABBALUCA, CESO VI**  
Schools Division Superintendent

/ict-jvuypico-School-Record-Digitization-2024  
Incl.: 1  
Reference: DepEd Order No. 48, s.2017  
Allotment: 1-5  
To be indicated in the PERPETUAL INDEX  
under the following subject:

SCHOOL RECORDS                      SF101                      DIGITIZATION



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