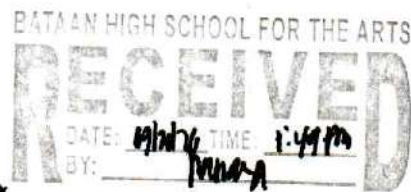




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SEP 21 2026

SCHOOL MEMORANDUM No. 135, s. 2026

**IMPLEMENTATION OF PROJECT D.A.R.M.S. – DIGITAL ARCHIVING
GUIDELINES AND STANDARD OPERATING PROCEDURE (SOP)**

To: Chief Administrative Officers
Chief Education Program Specialist
All School Office Personnel
All Others Concerned

1. In line with the school's continuing efforts to strengthen records management and institutionalize standardized digital archiving practices, this Office hereby directs the implementation of the **Digital Archives and Records Management System (D.A.R.M.S.) Standard Operating Procedure (SOP)** within the Office of the School Director – Planning & Development unit and Information and Communications Technology Unit, which has been duly approved by the Schools Division Office (SDO).
2. Effective immediately, all concerned personnel shall strictly adhere to the policies, procedures, standards, and responsibilities prescribed in the approved SOP. The implementation aims to establish a standardized system for the digitization, storage, retrieval, backup, and management of official records in accordance with the principles of the Electronic Records Management Policy and applicable government records management standards. The SOP covers, among others, approved proposals, accomplishment reports, communications, official issuances, and other Office of the School Director (OSD) records, with priority given to current Fiscal Year 2026 documents.
3. The following offices and personnel shall perform their respective roles and responsibilities as stipulated in the SOP:
 - a) **Planning and Development Unit (PDU)** – Verification of documents, monitoring of metadata compliance, and conduct of monthly reconciliation;



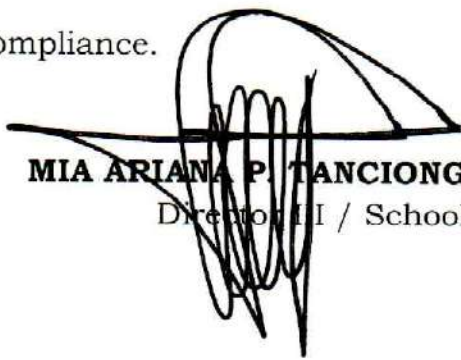
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- b) **Information and Communications Technology Unit (ICTU)** – Administration and maintenance of the Shared Google Drive, access management, and conduct of monthly backups;
 - c) **Administrative Assistant III (ADAS III)** – Receiving, logging, scanning, file naming, uploading, and initial management of documents for digitization; and
 - d) **All Concerned Personnel** – Compliance with the prescribed records management procedures and submission of complete and accurate documentary requirements.
4. All units are directed to ensure full compliance with the approved SOP. Monitoring and periodic compliance audits shall be conducted to assess implementation and recommend continuous process improvements.
 5. To facilitate the implementation of the D.A.R.M.S. SOP and the establishment of the school's centralized digital repository, all Functional Divisions are hereby requested to submit digital copies (PDF format, where available) and hard copies, if not yet filed with the Office of the School Director, of all approved project proposals and accomplishment reports covering Fiscal Year 2026.
 6. All submissions shall be made to the Planning and Development Unit (PDU) on or before September 30, 2026, for verification, digitization, metadata tagging, and inclusion in the official D.A.R.M.S. repository.
 7. For information, guidance, and strict compliance.


MIA ARIANA P. TANCIONGCO, PhD
Director III / School Director

Encl.: DARMS SOP
Reference:
To be indicated in the Perpetual Index
Under the following subjects

MEMO L&D

OSD01/OSD07 SEPTEMBER 14, 2026



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**IMPLEMENTATION OF PROJECT D.A.R.M.S. – DIGITAL ARCHIVING
GUIDELINES AND STANDARD OPERATING PROCEDURE (SOP)**

I. POLICY STATEMENT

In alignment with the Electronic Records Management Policy training conducted by the National Archives of the Philippines, the Planning & Development Unit and Information & Communications Technology Unit hereby request to institutionalize the Digital Archives & Records Management System (D.A.R.M.S.) to ensure:

- Standardized digitization of official records
- Secure, centralized storage
- Defined access control
- Regular backup and reconciliation
- Compliance with statutory retention policies
- Faster and searchable document retrieval

This SOP operationalizes the objectives and action plan of Project D.A.R.M.S.

II. SCOPE AND COVERAGE

This guideline applies to:

- All Approved Proposals (Current Year – 100% digitization target)
- Accomplishment Reports
- Communications and official issuances
- Other official OSD records

Priority coverage: **Current Fiscal Year 2026 documents of Bataan High School for the Arts – Office of the School Director**

III. ROLES AND RESPONSIBILITIES

School Director

- Approves Digital Archiving Guidelines
- Ensures institutional compliance

Planning and Development Unit (PDU)

- Verifies document completeness prior to digitization



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- Conducts monthly reconciliation audit
- Oversees metadata compliance

Information and Communications Technology Unit (ICTU)

- Configures and manages Shared Google Drive
- Implements Role-Based Access Control (RBAC)
- Executes monthly external hard drive backup
- Maintains backup logs

Administrative Assistant III (ADAS III)

- Receives, logs, scans, renames, and uploads documents
- Ensures adherence to naming conventions

IV. STANDARD OPERATING PROCEDURE (SOP)

A. PRE-DIGITIZATION PROTOCOL (Document Intake and Triage)

Step 1: Centralized Receiving and Logging

- All incoming documents are received by the Administrative Assistant III.
- Documents are immediately recorded in the OSD Physical Logbook or Routing Slip.
- Entry must include: Date Received, Source, Document Type, Subject, and Control Number.
- All incoming documents, except sensitive financial records, must be affixed with a **"Received"** stamp upon acceptance. Likewise, all outgoing documents shall be marked with a **"Released"** stamp, indicating the date of release and the office or individual to whom the document was forwarded to ensure proper tracking and accountability.

Output: Officially logged and traceable physical record.

Step 2: Verification and Classification

- PDU verifies completeness (signatures, attachments, approvals).
- Documents are classified by:
 - Program/Project
 - Fiscal Year
 - Document Type (Proposal, Report, Memo, etc.)
- Staples and binders are removed prior to scanning.

Output: Verified and digitization-ready document.

B. DIGITIZATION AND STANDARDIZATION PHASE



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Step 3: Digitization Standard (Resource-Responsive Implementation)

All documents shall be digitized following preservation principles while considering existing equipment and storage limitations:

- **File Format** – Documents shall be saved in standard PDF format. If PDF/A is available in the scanning software, it shall be used; otherwise, standard PDF is acceptable provided files are readable and complete.
- **Resolution** – Scanning shall be set between **200–300 DPI**.
 - 300 DPI is preferred for signed documents and archival copies.
 - 200 DPI may be used for multi-page documents to maintain file size limits.
- **File Size Limitation** – Each file must not exceed **2MB**. If necessary:
 - Use grayscale instead of colored (unless colored is essential).
 - Enable built-in PDF compression.
 - Divide large documents into labelled parts (e.g., Part 1, Part 2).
- **OCR (If Available)** – OCR shall be enabled when supported by the scanner/software. If unavailable, standardized naming conventions shall serve as the primary retrieval mechanism.

Objective: Ensure documents remain legible, retrievable, and storage-efficient without overextending current ICT resources.

Output: Searchable, preservation-ready digital file.

Step 4: Standardized Naming Convention (Metadata Tagging)

All files must strictly follow the D.A.R.M.S. Naming Matrix:

YYYY-MM-DD_Department_DocumentType_Subject_ReferenceNumber

Example:

2026-03-15_PDU_ApprovedProposal_ArtsFestival_AP001

Metadata Elements:

- Date
- Originating Unit
- Document Type
- Project/Subject
- Reference Number

This eliminates reliance on complex database systems and directly supports searchable indexing.

Output: Uniform, searchable digital document.



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C. CENTRALIZED STORAGE AND ACCESS CONTROL

Step 5: Structured Google Drive Upload

The ICTU uploads the document into the Official Shared Google Drive using the approved hierarchical taxonomy:

School Director

Fiscal Year

Program/Project

Document Type

Example:

School Director > FY 2026 > Arts Festival > Approved Proposals

Output: Centralized and organized repository.

Step 6: Role-Based Access Control (RBAC)

Access levels shall be assigned as follows:

- **ICTU** – Administrator
- **PDU** – Editor
- **Authorized OSD Personnel** – Viewer
- Restricted files (financial/personnel) – Limited to authorized accounts only

All permissions are configured via Google Workspace settings.

Output: Secure and controlled access environment.

D. BACKUP, REDUNDANCY, AND QUALITY ASSURANCE

Step 7: Monthly External Hard Drive Backup (Air-Gapped Redundancy)

To prevent data loss due to cyber incidents or internet failure:

- ICTU performs a **mandatory monthly backup**
- All new and updated files are copied to encrypted external hard drives
- Backup activity is recorded in a Backup Log Sheet including:
 - Date
 - Responsible Personnel
 - Coverage Period
 - File Count
 - Signature

Output: Offline, air-gapped institutional backup.



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Step 8: Tripartite Monthly Reconciliation

At the end of each month, PDU and ICTU reconcile:

1. Physical files
2. Google Drive repository
3. External hard drive backup

Checklist verification includes:

- Completeness
- Naming compliance
- Proper folder placement
- Access configuration

Output: Certified reconciliation report.

Step 9: Discrepancy Resolution Protocol

If inconsistencies are found:

- Incident is logged in a Discrepancy Register.
- Responsible personnel must correct within **five (5) working days**.
- Compliance is documented and reported to the School Director.

E. RETENTION AND PHYSICAL ARCHIVING

Step 10: Statutory Retention of Physical Copies

After successful:

- Google Drive upload
- External hard drive backup
- Monthly reconciliation validation

Original physical copies are returned to Central Archives of the Office of the School Director and retained in accordance with government records retention schedules.

Disposal, if applicable, must comply with National Archives standards.

V. PERFORMANCE INDICATORS (Aligned with Project Objectives)

Objective	Performance Indicator
Establish SOP	Approved Digital Archiving Guidelines within Quarter
100% Digitization	All current year Approved Proposals and Accomplishment Reports digitized
Centralized Storage	Functional Shared Google Drive repository



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Backup System	Monthly documented backup logs
Faster Retrieval	Documents retrievable via Drive search within 1-2 minutes

VI. COMPLIANCE AND CONTINUOUS IMPROVEMENT

- Quarterly internal compliance audit
- Annual review of naming conventions and folder taxonomy
- Continuous staff echo-training on digitization standards
- Process refinements based on audit findings

VII. PROCESS FLOW SUMMARY

Receive → Log → Verify → Scan (PDF/A + OCR) → Rename (Metadata Standard) → Upload to Structured Drive → Configure Access → Monthly Backup → Reconcile → Archive Physical Copy

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Director I / School Director