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CTRL No.: 2026-10-54 ✓

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA

September 4, 2026

DIVISION MEMORANDUM

No. 54, s. 2026

**IMPLEMENTATION OF THE FINDiT
(Financial Information and Numbers through Digitization and Technology)
PROJECT**

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Education Program Supervisors
Schools Division Office Section Heads
School Heads, Elementary and Secondary
All Others Concerned

1. Pursuant to the Schools Division Office's commitment to innovation, digital transformation, efficient records management, and strengthened financial governance, this Office announces the implementation of the **FINDiT (Financial Information and Numbers through Digitization and Technology) Project**.

2. The project aims to convert paper-based accounting files and financial records into a secure, searchable, and accessible digital repository to improve records management, facilitate timely access to financial information, strengthen internal controls, and support data-driven decision-making.

3. The FINDiT Project aims to:

- a. Digitize all accounting files and financial records;
- b. Improve records management and document retrieval efficiency;
- c. Reduce costs associated with paper-based filing systems;
- d. Enhance transparency, accountability, and regulatory compliance;
- e. Strengthen data security, backup, and disaster recovery capabilities; and
- f. Promote environmentally sustainable office operations through paper reduction.

4. Expenses related to the implementation of the FIND Project shall be charged against available **SDO MOOE - DCP Maintenance and Modernization Batch 2 (Sub-ARO No. OSEC 5-26-03041), SDO and School MOOE**, subject to existing government budgeting, accounting, and auditing rules and regulations.



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5. The implementation of the FIND Project shall commence on **October 1, 2026**, and shall continue until full project completion and institutionalization of the digital records management system.
6. The implementation timeline, milestones, responsible persons/offices, and operational mechanics are provided in the following enclosures:
- Enclosure No. 1** – Implementation Timeline, Milestones, and Responsible Persons/Offices
- Enclosure No. 2** – Implementation Mechanics and Utilization Guide
7. Immediate dissemination of this Memorandum is directed.

MARIA-MAGNOLIA F. BRIOSO
OIC - Schools Division Superintendent



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Enclosure No. 1

IMPLEMENTATION TIMELINE, MILESTONES, AND RESPONSIBLE PERSONS

FINDit PROJECT

(Financial Information and Numbers through Digitization and Technology)

Phase/Milestone	Key Activities	Timeline	Responsible Person(s)
Phase 1: Project Initiation and Alignment			
Project Approval and Kick-off	Presentation and approval of project proposal, stakeholder orientation, and formation of project team	September 2026	Accountant III (Project Proponent), Finance Unit-Accounting Section Personnel, Schools Division Superintendent
Phase 2: Records Assessment and Planning			
Inventory of Financial Records Completed	Identification, categorization, and assessment of financial records	October 2026	Accountant III, Accounting Personnel, School Finance Personnel
Phase 3: System Design and Setup			
Digital System Established	Selection and configuration of records management system, establishment of file structures and naming conventions	November 2026	Accountant III, Information Technology Officer (ITO)
Phase 4: Digitization Process Execution			
Initial Scanning and Encoding Completed	Scanning, encoding, indexing, and quality assurance checking of records	December 2026 to February 2027	Accounting Personnel, School Finance Personnel
Full Digitization Completion	Completion of scanning activities, organization of digital repositories,	March to May 2027	Accounting Personnel, Information Technology



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Phase/Milestone	Key Activities	Timeline	Responsible Person(s)
	implementation of backup systems		Officer
Phase 5: Validation and Testing			
Data Validation and Reconciliation	Validation of digitized records against source documents and correction of errors	June 2027	Accountant III, Accounting Personnel, Validation Team
Phase 6: Deployment and Capacity Building			
System Go-Live	Official transition and deployment of the digital records management system	July 2027	Accountant III, Information Technology Officer
Staff Training Completed	Conduct of training sessions and user competency development	July to August 2027	Accountant III, Information Technology Officer
Phase 7: Monitoring and Optimization			
Performance Monitoring and Enhancement	Monitoring system utilization, assessing efficiency gains, implementing enhancements, and ensuring compliance with applicable policies	September to November 2027	Accountant III, Information Technology Officer, Monitoring and Evaluation Team
Phase 8: Project Closure and Sustainability			
Project Completion	Final project evaluation, documentation of lessons learned, and sustainability planning	December 2027	Accountant III, Schools Division Superintendent

PROJECT MANAGEMENT STRUCTURE



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Role	Responsible Personnel
Project Sponsor	Schools Division Superintendent
Project Owner	Accountant III
Technical Lead	Information Technology Officer
Implementation Team	Accounting Personnel and School Finance Personnel
Monitoring and Evaluation Team	SGOD and Finance Unit Representatives



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FINDiT PROJECT

FINANCIAL INFORMATION AND NUMBERS
THROUGH DIGITALIZATION AND TECHNOLOGY

"From Paper to Precision: Find It Fast, Store It Smart"

DIGITAL
RECORDS
STRONGER
PUBLIC SERVICE.



ACCURATE
INFORMATION.
GREATER
POSSIBILITIES.

DIGITAL TRANSFORMATION JOURNEY



KEY BENEFITS



IMPLEMENTATION MECHANICS AND UTILIZATION GUIDE

Prepared by:

SALVACION E. BERMEJO
FINDiT Project Manager

Reviewed by:

JHOMER A. ROSAL
SEPS - SMME

Recommending Approval:

MAYLANI L. GALICIA
Assistant Schools Division
Superintendent

Approved:

MARIA-MAGNOLIA F. BRIOSO, CESO VI
OIC, Schools Division Superintendent



PEOPLE



RECORDS



TECHNOLOGY



BETTER PUBLIC SERVICE

*Building a
Smarter and Stronger
Tomorrow*



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FINDiT PROJECT

(FINANCIAL INFORMATION AND NUMBERS THROUGH DIGITALIZATION AND TECHNOLOGY)

"From Paper to Precision: Find it Fast, Store it Smart"

IMPLEMENTATION MECHANICS AND UTILIZATION GUIDE

PURPOSE

The FINDiT Project establishes a standardized system for the digitization, storage, management, retrieval, and preservation of financial records to improve efficiency, transparency, accountability, audit readiness, and informed decision-making.

COVERAGE

This Guide covers all financial, accounting, and related records maintained by the office.

Prepared by:


SALVACION E. BERMEJO
FINDiT Project Manager

Reviewed by:


JHOMER R. ROSAL
SEPS - SMME

Recommending Approval:


MAYLANI L. GALICIA
Assistant Schools Division Superintendent

Approved:


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OIC, Schools Division Superintendent



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Enclosure No. 2

IMPLEMENTATION MECHANICS AND UTILIZATION GUIDE

FINDiT Project

(Financial Information and Numbers through Digitalization and Technology)

I. PURPOSE

This Guide prescribes the policies, procedures, standards, and responsibilities for the implementation, utilization, maintenance, and sustainability of the **FINDiT Project (Financial Information and Numbers through Digitalization and Technology)**. It aims to establish a systematic and secure digital records management system for financial documents and reports to support efficient operations, accountability, transparency, audit readiness, and informed decision-making.

II. SCOPE AND COVERAGE

The FINDiT Project shall cover the digitization, indexing, storage, retrieval, backup, maintenance, and utilization of financial and accounting records, including but not limited to:

1. Disbursement Vouchers (DVs) and supporting documents (SDs);
2. Journal Entry Vouchers (JEVs);
3. Payrolls and Payroll Registers;
4. Liquidation Reports;
5. Financial Statements;
6. Collection and Deposit Reports;
7. Bank Reconciliation Statements;
8. General and Subsidiary Ledgers;
9. Inventory and Property Records;
10. Tax and Remittance Documents; and
11. Other financial and accounting documents generated and maintained by the office.

III. IMPLEMENTATION MECHANICS

A. Project Organization



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The implementation shall be managed by the FINDiT Project Team composed of the following:

Position	Responsibility
Head of Office	Overall supervision and policy direction
Project Manager	Overall project implementation and monitoring
Accounting Unit	Document preparation, validation, and digitization
Records Custodian	Physical and electronic records management
ICT Coordinator	System administration, storage, backup, and security
Quality Assurance Team	Verification and review of digitized records
End Users	Proper utilization and maintenance of records

B. Document Inventory and Preparation

Prior to digitization, all concerned offices shall:

1. Conduct an inventory of existing records.
2. Segregate records by fiscal year and document type.
3. Remove staples, clips, bindings, and unnecessary attachments.
4. Arrange documents chronologically.
5. Identify damaged or unreadable documents for restoration or replacement.
6. Prepare a Document Inventory Sheet for monitoring purposes.

C. Digitization Process

Step 1. Scanning

All documents shall be scanned using the following minimum standards:

Item	Standard
File Format	PDF/PDF-A
Resolution	300 DPI minimum
Color Setting	Grayscale or Color
Orientation	Correct page orientation
OCR Processing	Recommended
Scan Quality	Clear and readable



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Step 2. Quality Verification

Each batch of scanned documents shall be reviewed to determine:

- Completeness of pages;
- Legibility and image quality;
- Correct document classification;
- Proper file naming; and
- Accuracy of indexing information.

Incomplete or poor-quality scans shall be rescanned.

Step 3. Indexing and Classification

Digitized records shall be encoded using metadata containing:

- Fiscal Year;
- Document Type;
- Control Number;
- Date;
- Responsible Office;
- Funding Source; and
- Keywords for retrieval.

D. Standard File Naming Convention

All digital files shall follow the format:

Plain Text
Year_DocumentType_ControlNumber_Date

Examples:

Plain Text
2026_DV_001245_2026-06-15
2026_JEV_000089_2026-07-31
2026_PAYROLL_AUGUST_2026
2026_BRS_JULY_2026



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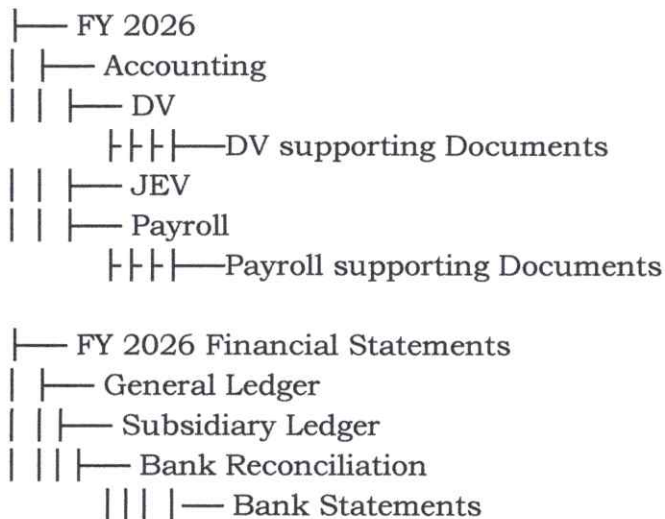


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E. Electronic Filing Structure

The electronic repository shall be organized as follows:

FINDiT DIGITAL REPOSITORY



IV. UTILIZATION GUIDE

A. Authorized Users

Access to the FINDiT Repository shall be limited to:

- Head of Office;
- Accountant;
- Records Custodian;
- Internal Auditor;
- ICT Coordinator; and
- Other personnel duly authorized by the Head of Office.

B. Permitted Uses

The digitized records may be used for:

1. Preparation of financial statements and reports;



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2. Funds monitoring and evaluation;
3. Internal and external audit activities;
4. Management decision-making;
5. Historical reference and research;
6. Verification of transactions;
7. Regulatory and compliance requirements; and
8. Disaster recovery and business continuity operations.

C. Access Control

The repository shall implement the following access levels:

Access Level	Authority
Administrator	Full system access
Editor	Upload, modify, organize records
Viewer	Search, retrieve, and view records
Guest	Restricted access as approved

V. DATA SECURITY, BACKUP, AND RECOVERY

A. Security Measures

All users shall:

1. Maintain confidentiality of passwords and credentials.
2. Observe data privacy and records management policies.
3. Refrain from unauthorized duplication, deletion, or alteration of files.
4. Use only officially designated storage locations.
5. Immediately report any suspected data breach or unauthorized access.

B. Backup Procedures

The ICT Coordinator shall:

Activity	Frequency
Incremental Backup	Weekly
Full Backup	Monthly



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Backup Verification Monthly
Disaster Recovery Test Semi-Annual

At least two (2) backup copies shall be maintained, one of which shall be stored in a separate and secure location.

VI. RECORDS RETENTION AND DISPOSITION SCHEDULE

General Policy

The retention and disposition of records under the FINDiT Project shall be governed by:

- The records disposition policies of the National Archives of the Philippines.
- Applicable rules and regulations of the Commission on Audit.
- Applicable Bureau of Internal Revenue record preservation requirements.
- Existing government accounting and auditing rules.

No records shall be destroyed, transferred, or otherwise disposed of without the appropriate authority and approval required under records disposition regulations.

FINDiT RECORDS RETENTION SCHEDULE

Records Series	Minimum Retention Period	Disposition
Disbursement Vouchers and Supporting Documents	10 Years	Subject to COA and NAP disposition authority
Journal Entry Vouchers	10 Years	Subject to disposition authority
Payrolls and Supporting Documents	10 Years	Archive; permanent digital copy recommended
General Ledger	10 Years	Permanent digital archive recommended
Subsidiary Ledgers	10 Years	Archive
Bank Reconciliation Statements	10 Years	Archive
Collection Reports	10 Years	Archive
Tax Remittance Records	10 Years	Archive
Liquidation Reports	10 Years	Archive
Financial Statements (Audited)	Permanent	Permanent Preservation



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Annual Financial Reports	Permanent	Permanent Preservation
COA Audit Reports	Permanent	Permanent Preservation
Property and Inventory Records	Life of Asset + 10 Years	Archive
FINDiT Accomplishment Reports	Permanent	Permanent Preservation
FINDiT Monitoring Reports	Permanent	Permanent Preservation
FINDiT Policies, Manuals and Guidelines	Permanent	Permanent Preservation

Special Retention Rule

Records that are subject to:

- Audit observations;
- Fraud investigations;
- Administrative cases;
- Civil actions;
- Criminal proceedings; or
- Ongoing litigation

shall be retained until the case is finally resolved notwithstanding the retention periods prescribed above.

Retention Rules

1. No record shall be destroyed without proper authorization from the Head of Office and compliance with applicable government records disposition procedures.
2. Records subject to audit, investigation, litigation, or administrative cases shall not be disposed of until officially cleared.
3. Permanent records shall be maintained in both digital and backup repositories.
4. Archived records shall remain searchable and retrievable through the FINDiT Repository.

VII. MONITORING AND EVALUATION

The FINDiT Project Team shall conduct:

Monthly Monitoring



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- Number of records digitized;
- Percentage accomplishment;
- Storage utilization;
- Repository access statistics; and
- Issues encountered.

Quarterly Evaluation

- Compliance with digitization standards;
- Retrieval efficiency;
- User satisfaction;
- Data security compliance;
- Audit readiness status; and
- Sustainability of repository operations.

VIII. REPORTING REQUIREMENTS

The Project Manager shall submit a Quarterly FINDiT Accomplishment Report containing:

1. Targets and accomplishments;
2. Number of records digitized and indexed;
3. Milestones achieved;
4. Issues and corrective actions;
5. Storage utilization status; and
6. Recommendations for continuous improvement.

IX. EFFECTIVITY

This **Implementation Mechanics and Utilization Guide for the FINDiT Project (Financial Information and Numbers through Digitalization and Technology)** shall take effect immediately upon approval and shall remain in force unless amended, repealed, or superseded by subsequent issuances.



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ANNEX A

FINDiT PROJECT

DOCUMENT INVENTORY SHEET

Fiscal Year: _____

Prepared By: _____

Date Prepared: _____

A. RECORDS INVENTORY

Item No.	Record Series/Document Type	Date Range Covered	Control No./Reference No.	Volume (No. of Folders/Boxes)	No. of Pages	Custodian	Condition (Good/Fair/Poor)	Remarks
1								
2								
3								
4								
5								
6								
7								

B. INVENTORY CERTIFICATION

I hereby certify that the foregoing records were physically verified and inventoried for inclusion in the FINDiT Digital Repository.

Prepared by: _____

Verified by: _____

Records Custodian

FINDiT Project Manager

Date: _____

Date: _____

Approved by: _____

Head of Office

Date: _____



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ANNEX B

FINDiT PROJECT

DIGITAL FILE INDEXING LOG

Entry No.	File Name	Record Type	Fiscal Year	Date Uploaded	Uploaded By	Electronic Folder Location	Quality Checked By	Remarks
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

Prepared by:

Data Encoder/Records Custodian

Reviewed by:

Quality Assurance Team



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ANNEX C

FINDiT PROJECT

RECORDS DIGITIZATION MONITORING SHEET

Reporting Month: _____

Week	Target Documents	Accomplishment	Percentage	Accomplishment	Remarks
------	------------------	----------------	------------	----------------	---------

Week 1					
--------	--	--	--	--	--

Week 2					
--------	--	--	--	--	--

Week 3					
--------	--	--	--	--	--

Week 4					
--------	--	--	--	--	--

Summary

Total Target Documents : _____

Total Documents Digitized : _____

Percentage Accomplishment : _____

Issues Encountered:

Corrective Actions:

Prepared by:

Project Staff

Verified by:

Project Manager



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ANNEX D

FINDiT PROJECT

DIGITAL RECORDS ACCESS REQUEST FORM

Request No.: _____

Date Requested: _____

Requestor Information

Name: _____

Position: _____

Office: _____

Contact Number: _____

Email Address: _____

Requested Record Information

Document Type: _____

Control No.: _____

Date of Record: _____

Purpose of Access:

- ☐ Audit
- ☐ Financial Reporting
- ☐ Verification
- ☐ Research
- ☐ Administrative Requirement



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☐ Others: _____

Requested Action

☐ View Only

☐ Download Copy

☐ Certified True Electronic Copy

☐ Print Copy

Approved by:

Records Custodian

Date: _____

Released by:

Authorized Repository Officer

Date: _____

Received by:

Requestor

Date: _____



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ANNEX E

FINDiT PROJECT

RECORDS RETENTION AND DISPOSITION REGISTER

Record Series	Date Created	Retention Period	Disposal Eligibility Date	Status (Active/Archive/Permanent)	Action Taken	Approved By
---------------	--------------	------------------	---------------------------	--------------------------------------	--------------	-------------

Certification

I hereby certify that the records listed above have been reviewed in accordance with the approved FINDiT Records Retention Schedule and applicable records disposition policies.

Prepared by:

Records Custodian

Reviewed by:

FINDiT Project Manager

Approved by:

Head of Office



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ANNEX F

FINDiT PROJECT

SCANNING QUALITY ASSURANCE CHECKLIST

Batch No.: _____

Date Processed: _____

Processed By: _____

Verification Item	Yes	No	Remarks
All pages scanned	☐	☐	
Pages complete and sequential	☐	☐	
Images are readable	☐	☐	
No missing pages	☐	☐	
Proper file naming applied	☐	☐	
Correct folder location	☐	☐	
OCR completed (if applicable)	☐	☐	
Metadata properly encoded	☐	☐	
Backup copy created	☐	☐	

Reviewed by:

Quality Assurance Officer

Date: _____

Approved by:

FINDiT Project Manager



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Annexes:

ANNEX A - DOCUMENT INVENTORY SHEET
ANNEX B - DIGITAL FILE INDEXING LOG
ANNEX C - RECORDS DIGITIZATION MONITORING SHEET
ANNEX D - DIGITAL RECORDS ACCESS REQUEST FORM
ANNEX E - RECORDS RETENTION AND DISPOSITION REGISTER
ANNEX F - SCANNING QUALITY ASSURANCE CHECKLIST

Prepared by:


SALVACION E. BERMEJO
FINDiT Project Manager

Reviewed by:


JHOMER I. ROSAL
SEPS - SMME

Noted:


MARSHIA N. BELEN
ICT Coordinator

Recommending Approval:


MAYLANI L. GALICIA
Assistant Schools Division Superintendent

Approved:


MARIA-MAGNOLIA F. BRIOSO
OIC - Schools Division Superintendent



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