May 15, 2017

DIVISION MEMORANDUM
No. 315, series 2017

SEMINAR WORKSHOP ON “RECORDS DISPOSITION ADMINISTRATION”

To: Myhra Faye Ll. Bontia
   Administrative Officer IV-Records
   Helena O. Solon
   Administrative Aide VI-Records

1. You are hereby directed to attend the Seminar Workshop on Records Disposition Administration at Greenleaf Hotel, General Santos City on May 23-25, 2017.

2. Enclosed is the copy of the Regional Memorandum Number 116 series 2017, Invitation and the Nomination Form from the National Archives of the Philippines (NAP).

3. Accommodation, travel and other incidental expenses relative to the attendance of the said activity shall be charged to local funds, subject to the usual accounting and auditing rules and regulations.

4. For your information and compliance.

For and in absence of the

FELICIANO A. TAMONDONG, JR., Ed.D., CESO VI
Assistant Schools Division Superintendent
OIC-Office of the SDS

EMMANUEL P. HUGO
Chief Supervisor, SGOD
Officer-In-Charge

RELEASED
Date: 6 MAY 2017 Time: 3:16
REGIONAL MEMORANDUM
No. 116 s. 2017

SEMINAR WORKSHOP ON "RECORDS DISPOSITION ADMINISTRATION"

To: Schools Division Superintendents
    Region XI

1. The National Archives of the Philippines (NAP) will conduct a Seminar-Workshop on "Records Disposition Administration" to be held on May 23-25, 2017 at Greenleaf Hotel Gensan, San Miguel Street, General Santos City.

2. This seminar-workshop aims to increase office competence and workforce output in records and archives management as well as to enhance responsiveness of government personnel on the retention or disposal of enormous records.

3. Enclosed is the Invitation and the Nomination Form from the National Archives of the Philippines (NAP).

4. Accommodation, travel and other incidental expenses relative to the attendance of the above activity shall be charged to local funds, subject to the usual accounting and auditing rules and regulation.

6. Immediate dissemination to all concerned personnel.

ATTY. ALBERTO T. ESCOBARNE, CESO IV
Regional Director

To be indicated in the Perpetual Index
Under the following subjects:

SEMINARS/TRAININGS RECORDS/ARCHIVES

ROAM/Sylvia

DEPARTMENT OF EDUCATION ROW
RECORDS SECTION
RELEASED

By: ______________
Date: ______________
Time: ______________
Sir/Madam:

The National Archives of the Philippines, as the institution/agency mandated for records management, is pleased to announce the conduct of a Seminar-Workshop on "Records Disposition Administration" to be held on May 23-25, 2017 at Greenleaf Hotel Gensan, San Miguel Street, General Santos City, South Cotabato.

This seminar-workshop is knowledge and skills oriented program devised to increase office competence and workforce output in records and archives management as well as to enhance responsiveness of government personnel on the retention or disposal of the enormous records they maintain. The training will involve lectures, workshops and open forum discussions.

We are inviting Department and Division Heads, Local Chief Executives, Records Officers, Managers, Custodians, Clerks, Secretaries and other personnel involved in handling/maintaining records to participate in this seminar-workshop.

This three-day live out program will only accommodate 200 participants on a first come first serve basis. Seminar fee of Php3,900.00 covers kit, handouts, certificates, snacks and lunch. Payment in cash or checks and LDDAP shall be payable to National Archives of the Philippines and deposited to NAP Account No. 0012-113-005, Landbank, Intramuros Branch on or before registration. Payments will also be accepted at the NAP Training and Information Division, VELO Centre, cor. R.S. Oca & A.C. Delgado Streets, Port Area, Manila.

We request that you send us back your accomplished nomination form to confirm your attendance to be listed in our database on or before May 17, 2017. Please present your approved confirmation upon registration.

Very truly yours,

VICTORINO MAPA MANALO, C.E.S.E.
Executive Director

By: [Signature]
**NATIONAL ARCHIVES OF THE PHILIPPINES**  
Training and Information Division  

**NOMINATION FORM**  

SEMINAR-WORKSHOP on RECORDS DISPOSITION ADMINISTRATION to be held on  
May 23-25, 2017 at Greenleaf Hotel Cessna, San Miguel Street, General Santos City, South Cotabato  

Please send back this form through fax, e-mail or mail to the Training & Information Division,  
National Archives of the Philippines, VELCO Centre, R.S. Oca cor. Delgado Streets, Port Area,  
Manila on or before **May 17, 2017**.  

**IMPORTANT:**  
Confirmation shall be sent upon receipt of your accomplished nomination form within the above stated date. We will only accommodate 200 participants on a first come first serve basis. Seminar fee is PhP 3,900.00. Payment in cash or checks and UDDAP shall be payable to National Archives of the Philippines and deposited to NAP Account No. 0012-113-005,  
Landbank, Intramuros Branch on or before registration. Payment will also be accepted at the NAP Training and Information Division, VELCO Centre, R.S. Oca cor. Delgado Streets, Port Area, Manila. Please bring and present your approved confirmation upon registration.  

For registration/inquiries, please call Training and Information Division at telephone no. 521-6830 or email at gmpapa@nationalarchives.gov.ph / training_and_information@yahoo.com  

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Present Duties and Responsibilities:  

Approving Official (Name in Print & Signature)  

Position:  

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