DIVISION MEMORANDUM
No. 925, s. 2019

November 6, 2019

Attendance to the Seminar Workshop on Records Management (2 Clusters)

To: MYHRRA FAYE LL. BONTIA
Administrative Officer IV-Records

Attention: DRANREB JAKE B. DEL ROSARIO
Administrative Aide VI-Records

1. In reference to Regional Memorandum dated October 31, 2019, there will be a Seminar Workshop on Records Management (2 Cluster) on December 2-6, 2019 at Davao City.

2. Attend to this, you are hereby directed to attend the said activity.

3. Expenses for the board and lodging, supplies, materials, contingency shall be charged to the OPDNSP Fund of the Records Division, Administrative Service, while traveling expenses of the Regional and Division participants shall be charged to their respective local funds, subject to the usual accounting and auditing rules and regulations.

4. For information and compliance.

CRISTY C. EPE, CESE,
Schools Division Superintendent

Encls: List Enclosures
References: Regional Memorandum, DepEd Advisory and DepEd Memorandum
To be indicated in the Perpetual Index under the following subjects:
ADMIN RECORDS SEMINAR-WORKSHOP

helenasalom: memorandum title
MEMORANDUM

To: Schools Division Superintendents/OIC-SDs
   Chief Administrative Officer, RO-ASD

Subject: ATTENDANCE TO THE SEMINAR WORKSHOP ON RECORDS MANAGEMENT (2 Clusters)

Date: October 31, 2019

Herewith is the Unnumbered Memorandum dated September 16, 2019 from Atty. Salvador C. Malana III, Assistant Secretary, Procurement and Administration, Department of Education, relative to the Seminar Workshop on Records Management (2 Clusters) to be held on December 2-6, 2019 at Davao City.

Anent to this, the following personnel are directed to attend the said activity, to wit:

<table>
<thead>
<tr>
<th>Office/Division</th>
<th>Name/ Position/ Designation</th>
<th>Total No. of Pax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regional Office Proper</td>
<td>Supervising Administrative Officer</td>
<td>1</td>
</tr>
<tr>
<td>Compostela Valley</td>
<td>AO V</td>
<td>1</td>
</tr>
<tr>
<td>Davao del Norte</td>
<td>AO IV (Records)</td>
<td>1</td>
</tr>
<tr>
<td>Davao del Sur</td>
<td>AA VI (Records)</td>
<td>1</td>
</tr>
<tr>
<td>Davao Oriental</td>
<td>AO V</td>
<td>1</td>
</tr>
<tr>
<td>Digos City</td>
<td>AA VI</td>
<td>1</td>
</tr>
<tr>
<td>Mati City</td>
<td>AO V</td>
<td>1</td>
</tr>
<tr>
<td>Panabo City</td>
<td>AO IV (Records)</td>
<td>1</td>
</tr>
<tr>
<td>Samal City</td>
<td>AO IV (Records)</td>
<td>1</td>
</tr>
<tr>
<td>Tagum City</td>
<td>AO IV (Records)</td>
<td>1</td>
</tr>
</tbody>
</table>
| **Total**           |                             | **10**           

Expenses for the board and lodging, supplies, materials, contingency shall be charged to the OPDNSP Fund of the Records Division, Administrative Service, while traveling expenses of the Regional and Division participants shall be charged to their respective local
funds except for plane fare which shall be downloaded to their respective Regional and Division Offices, all subject to the usual accounting and auditing rules and regulations.

For immediate dissemination and strict compliance.

By Authority of the Regional Director:

MARIA INES C. ASUNCION, CESO V
Schools Division Superintendent
and concurrent Officer-In-Charge
Office of the Assistant Regional Director
Office-in-Charge

Enclosed: As Stated.

ROA6/RS/xyivia
October 24, 2019

ADVISORY

This is to advise that participants for the Seminar Workshop on Records Management (Cluster 2-Visayas and Mindanao Areas) to be held on December 2-6, 2019 within Davao City are required to fill-out the Registration Form through url address: deped.in/recordsseminar (instead of deped.records3@gmail.com) as stated in the Memorandum dated September 16, 2019, with the deadline for registration on November 14, 2019. The exact venue for the said activity will be announced in another advisory. For participants who will travel by plane, (by buying the cheapest economy class), please be advised to book your flights as soon as the Second Advisory is issued.

For queries, please contact Ms. Alma D. Apanay, or Ms. Rose Marie D. Moscoso, Administrative Officers V, Records Division, Administrative Service, Teodora Alonzo Building, Department of Education, DepEd Complex, Meralco Avenue, Pasig City at telephone nos. (02) 687-1449 or (02) 633-72-18 and email addresses at deped.records2@gmail.com or deped.records3@gmail.com.

Please be guided accordingly.

ROBERT M. AGUSTIN
Director IV, Administrative Service
MEMORANDUM
16 September 2019

To: Regional Directors
Regional Secretary, BARMM
Schools Division Superintendents
All Others Concerned

Subject: Seminar Workshop on Records Management (2 clusters)

The Administrative Service - Records Division (AS-RD) will conduct Seminar Workshop on Records Management in two (2) clusters which shall be held on the following dates, venues and specific region:

<table>
<thead>
<tr>
<th>Cluster</th>
<th>Date</th>
<th>Venue</th>
<th>Region</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st cluster</td>
<td>November 11-15, 2019</td>
<td>Luzon Area</td>
<td>I, II, III &amp; CAR, IV-A, IV-B, V and NCR, selected Designated Records Custodian, Central Office</td>
</tr>
<tr>
<td>2nd cluster</td>
<td>December 2-6, 2019</td>
<td>Mindanao Area</td>
<td>VI, VII, &amp; VIII; IX, XI, XII, CARAGA &amp; BARMM, selected Designated Records Custodian, Central Office</td>
</tr>
</tbody>
</table>

The seminar-workshop aims to:

1. Enhance the skills of Records Officers specifically on the processes and application of the policies and procedures of Records Classification, Filing and Disposition.

2. Improve the organizational and management skills of Records Officers for greater efficiency and productivity.

3. Make the participants aware of the provisions of Republic Act. No. 9470 and other Legislations pertaining to records management.

4. Instill new knowledge and enable the participants to adopt techniques and best practices that will help improve and create a clutter-and-stress-free workplace.

5. Identify and discuss issues, concerns and resolutions in records management relative to the specific topics through preparation of action plan that can be implemented in the respective office of the participant.
All participants are required to fill-out and submit the attached Confirmation Form through fax at telephone No. (02) 633-72-18 or email address: deped.records3@gmail.com.

For more information, all concerned may contact Ms. Alma D. Apanay or Ms. Rose Marie D. Moscoso, Administrative Officers V, Records Division-Administrative Service, DepEd Central Office through Tel. No. (02) 633-72-18 or (02) 687-1449 and email address: deped.records3@gmail.com

For immediate and appropriate action.

ATTY. SALVADOR C. MALAMID
Assistant Secretary
Procurement and Administration

Cc: ALAIN DEL B. PASCUA
Undersecretary for Administration
# SEMINAR WORKSHOP ON RECORDS MANAGEMENT

(Cluster 2 - Visayas and Mindanao Areas)

December 2-6, 2019

## PARTICIPANTS DISTRIBUTION GUIDE

<table>
<thead>
<tr>
<th>Organizational Unit</th>
<th>Required Participants and Their Position Title / Designation</th>
<th>Total No. of Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regional Office</td>
<td>CAO/SAO AO-V AA-VI</td>
<td>1</td>
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<tr>
<td>Region XI</td>
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</tbody>
</table>

**CAO - Chief Administrative Officer**  
**SAO - Supervising Administrative Officer**  
**AO-V - Administrative Officer V**  
**AO-IV - Administrative Officer IV**  
**AA-VI - Administrative Aide VI**

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</thead>
<tbody>
<tr>
<td>Schools Division Office</td>
<td>AO-V AO-IV AA-VI</td>
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<tr>
<td>Compostela Valley</td>
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<td><strong>TOTAL</strong></td>
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<td>4</td>
</tr>
</tbody>
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## REMINDERS:

1. Participants are the permanent appointees; designees as officer-in-charge, in acting capacity, or in concurrent capacity as above stated.

2. Unauthorized substitutes/representatives shall not be allowed in the workshop. In the event of the non-availability of an identified participant, the Regional Director/Schools Division Superintendent may send a replacement, provided the latter performs the functions, duties and responsibilities in the same Administrative Service-Records Section/Unit in the Regional/Schools Division Offices.

3. All participants are required to fill-out the Registration Form through url address: deped.in/recordseminar. The policy of NO REGISTRATION, NO ACCOMMODATION shall be observed. Thus, walk-in registration shall NOT be entertained in the Activity venue.

## APPROVED BY:

ROBERT M. AGUS
Director IV  
Administrative Service

[Signature]

Date: Oct 10 2018