



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



August 30, 2019

DIVISION MEMORANDUM

No. 696, s. 2019

Attendance to the Strategic Planning on Records Management Programs and Projects

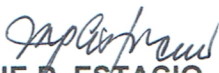
To: **FRANCIS JUDE D. ALCOMENDRAS**
Administrative Officer V-Admin.

Attention: MYHRA FAYE LL. BONTIA
Administrative Officer IV-Records

1. In reference to OUA Memorandum 06-0819-0305 dated August 14, 2019, there will be a Strategic Planning on Records Management Programs and Projects on September 1-5, 2019 at Davao City.
2. Participants are allowed to attend on official business.
3. Expenses to be incurred for board and lodging, supplies, materials, contingency shall be charged to the GASS Fund of the Records Division, Administrative Service, subject to the usual accounting and auditing rules and regulations. Travelling expenses of Regional and Division participants shall be charged to their respective local funds except for the plane fare which shall be charged to Records Division GASS funds.
4. For information and compliance.

For and in the Absence of:

WINNIE E. BATOON, Ed.D
Assistant Schools Division Superintendent
Officer in Charge
Office of the Schools Division Superintendent


MELANIE P. ESTACIO, Ph.D.
Officer-In-Charge
Office of the Assistant Schools Division Superintendent

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

SUBJECT
ADMIN RECORDS APOSTILLE

MFL: Apostille Convention Takes Effect in the Philippines on 14 May 2019
AUGUST 28, 2019

DepEd Schools Division of Digos City
RECORDS SECTION
RELEASED
DATE: 02 SEP 2019 TIME: 3:40
BY: 

19575
29 AUG 2019



Republika ng Pilipinas

Kagawaran ng Edukasyon

Tanggapan ng Pangalawang Kalihim

DUA MEMO 06-0819-0305

MEMORANDUM

14 August 2019

To: **Regional Directors
Schools Division Superintendents
All Others Concerned**

Subject: **Strategic Planning on Records Management Programs and Projects**

DepEd Schools Division of Digos City



RECORDS SECTION

40220

DATE: 29 AUG 2019

TIME: 3:39

BY:

DEPARTMENT OF EDUCATION ROXI

RECORDS SECTION

RECEIVED

By:

Date: 8-29-19 Time: 2:06

The Administrative Service - Records Division (AS-RD) will conduct Strategic Planning on Records Management Programs and Projects from 01-05 September 2019 (inclusive of travel time) in Davao City.

The objectives of the activity are as follows:

1. To conduct a strategic consultation and discussion with representatives of Records Units from the field offices on the impact of the Quality Management System (QMS) implementation on records management.
2. To draw a long-term plan that will support the identified impact and the necessary interventions and requirements to sustain a QMS-based records management (Projects, Programs and Activities (PPA's), Budget, Timelines, Support System, Stakeholders, etc.)
3. To align the long-term plan with the thrust and direction of management on quality, accessible, relevant and liberating education for all Filipino learners.
4. To provide a strategic opportunity for participants to present viable practices from their respective offices that can be considered in the future plans on records management.
5. To lay the ground work for the conduct of the National Conference of Records Officers and Designated Records Custodians of the Department of Education and Seminar Workshop on Records

Office of the Undersecretary for Administration

(Administrative Services, Information and Communications Technology, Disaster Risk Reduction and Management, Schools, Media, Youth Formation, Baguio Teachers' Camp, Education Facilities/School Buildings)
Department of Education, Central Office, Meralco Avenue, Pasig City
Room 519, Mabini Building; Mobile: +639260320762; Landline: +6326337203, +6326376207
Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedtayo



Management (5 clusters) which are tentatively schedule to be held in October and November, respectively; and expected to be participated by a total of 259 for the National Conference and 350 for the Five (5) Cluster Seminar Workshop; and

6. To discuss and finalize the administrative, technical, and budgetary requirements and arrangements necessary to ensure the successful conduct of the above-mentioned activities.

Expenses to be incurred for the board and lodging, supplies, materials, contingency shall be charged to the GASS Fund of the Records Division, Administrative Service, subject to the usual accounting and auditing rules and regulations. The proper charging of traveling expenses for this activity shall be:

1. Traveling expenses of Central Office participants shall be charged to Records Division GASS fund.
2. Regional and Division Office participants – shall be charged to their respective local funds except for the plane fare which shall be charged to Records Division GASS funds. Flight schedules and ticket bookings shall be arranged and coordinated by the Records Division.

Participants are allowed to attend on **official business**. The expected arrivals, schedules for meals and accommodation of the participants shall be as follows:

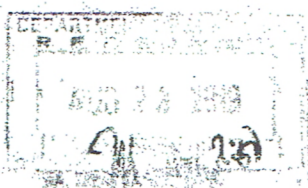
Expected arrival 01 September 2019
Check-in - on or before 12:00 of 01 September 2019
Check-out - on or before 12:00 noon of 05 September 2019
First meal - Lunch on 01 September 2019
Last meal - Lunch on 05 September 2019

All other expenses beyond the proper charging and schedules of accommodation/meals indicated in this memo shall be charged to participants' personal account.

For more information, please 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.records2@gmail.com

For immediate and appropriate action.

ALAIN DELA PARGUA
Undersecretary



Strategic Planning on Records Management
September 1-5, 2019
Davao City

LIST OF PARTICIPANTS

1	Robert M. Agustin	Director IV, Office of the Director, Administrative Service
2	Nanette R. Mamoransing	Chief Administrative Officer - Records Division, Central Office
3	Rose Marie D. Moscoso	Administrative Officer V - Records Division, Central Office
4	Alma D. Apanay	Administrative Officer V - Records Division, Central Office
5	Amelita S. Buce	Executive Assistant II - Records Division, Central Office
6	Mabes L. Cuenca	Computer Programmer II - ICTS, Central Office
7	Nino Orlando S. Bendicio	Administrative Officer II - Records Division, Central Office
8	Princess T. Baquiran	Administrative Assistant II - Records Division, Central Office
9	Paul Joseph P. De Vera	Administrative Support II - Records Division, Central Office
10	Representative	Office of the Director, Administrative Service
11	Representative	Office of the Director, Administrative Service
12	Ma. Fatima Luzviminda	Project Development Officer III - Records Custodian, BHRD-HRDD
13	Records Custodian	Legal Service
14	Records Custodian	Personnel Division
15	Joylyn P. Dulnuan	Chief Administrative Officer - NCR
16	Precious M. Villareal	Administrative Officer V, Records Section, NCR
17	Mary Rose D. Ricafort	Administrative Officer IV - SDO, Malabon City
18	Luzviminda C. Fabian	Administrative Officer IV - SDO, Quezon City
19	Alistair P. Salvador	Administrative Officer IV - SDO, Caloocan City
20	Teresita M. Martin	Administrative Officer IV, Records Unit, SDO, Pasay City
21	Magdalena O. Nuesca	Administrative Officer V, Records Section, Region I
22	Dominga N. Lim	Administrative Officer V - SDO, La Union City
23	Nhyke Brayan R. Bactat	Administrative Officer IV - SDO, La Union
24	Dianalou Isabel T. Calindas	Administrative Officer IV, Records Unit, SDO, Candon City
25	Fresneida H. Achanzar	Administrative Officer V, Records Section, Region II
26	James Paul R. Santiago	ADAS III, SDO, Records Unit, Santiago City
27	Aileen D. Gonzales	Administrative Officer IV - Records Unit, SDO, Tarlac City
28	Olivia M. Sibug	Administrative Officer V - Records Section, Region III
29	Edna T. Carlas	Administrative Officer IV - SDO, Angeles City
30	Regina T. Babaran	Administrative Officer IV - SDO, Cabuyao City
31	May Bernadeth O. dela Rosa	Administrative Officer V, SDO, Marinduque
32	Lena Venus G. Ngao-i	Administrative Officer IV, Implementing Unit, SDO, Kalinga
33	Merlina Jarleco	EPS II, OIC-Records Section, RO-VI, Iloilo City
34	Tara Gay S. Dapat	Administrative Officer IV, Records Unit, SDO, Negros Oriental
35	Ida F. Cabantan	Supervising Administrative Officer-Region VII
36	Aldonia V. Dumagsa	Administrative Officer V, Records Section, Region VIII
37	Jutchel L. Nayra	Administrative Officer V - SDO, Malaybalay, Bukidnon
38	Kate Hansel F. Gio	Administrative Assistant II - Records Section, Region XII
39	Bai Wilhelma S. Ampatuan	Administrative Officer V - SDO, Cotabato City
40	Angelie C. Ilano	Administrative Officer V, Records Section, Region X
41	Roy Tubongbanwa	Administrative Officer V, Records Section, Region IX
42	Maria Livie A. Laque	Administrative Officer IV, Records Unit, SDO, Zamboanga Sibugay
43	Hasmin R. Maloloy-on	Administrative Officer IV, Records Unit, SDO, Iligan City
44	Dianne Jean M. Dumdum	Administrative Officer IV, Records Unit, SDO, Samar Island
45	Lanie R. Pedrosa	Administrative Officer IV, SDO, Dinagat Island
46	Pacifico C. Dela Cruz, Jr.	Administrative Officer, Implementing Unit, Region IX,
47	Roy T. Enriquez	Chief Administrative Officer - Region XI
48	Sylvia A. Guerrero	Administrative Officer V - Records Section, Region XI
49	Myhrra Faye L. Bontia	Administrative Officer IV - Records Unit, SDO, Digos City
50	Perlita H. Manginsay	Administrative Officer IV, SDO, Butuan City