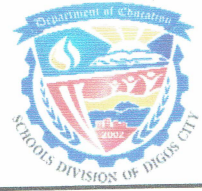




Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



November 6, 2019

DIVISION MEMORANDUM
No. 975, s. 2019

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

To: **MYHARRA 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. Anent 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

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
45718
DATE: NOV 08 2019 TIME: 10:01 AM

BY: 

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

helenasolon: memorandum title



Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION XI
Davao City



Address: F. Torres St., Davao City (8000)
Contact/Telefax Numbers: (082) 291-1665/(082) 221-6147

Email: region11@deped.gov.ph
Website: www.depedroxi.ph

MEMORANDUM

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

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

Date : October 31, 2019

DepEd Schools Division of Digos City
RECORDS SECTION



RECEIVED 45718

DATE: NOV 05 2019 TIME: 8:28 AM
BY: [Signature]

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:

Office/Division	Name/ Position/ Designation	Total No. of Pax
Regional Office Proper	Supervising Administrative Officer	1
Compostela Valley	AO V	1
Davao del Norte	AO IV (Records)	1
Davao del Sur	AA VI (Records)	1
Davao Oriental	AO V	1
Digos City	AA VI	1
Mati City	AO V	1
Panabo City	AO IV (Records)	1
Samal City	AO IV (Records)	1
Tagum City	AO IV (Records)	1
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

Empowerment Adaptability Goal-oriented Leadership Excellence

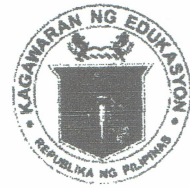
Page 1 of 2

Document Number : ROXI-114
Version Number : 2.0
Revision Number : 0
Date of Effectivity : July 15, 2019





Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION XI
Davao City



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Website: www.depedroxi.ph

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/sylvia

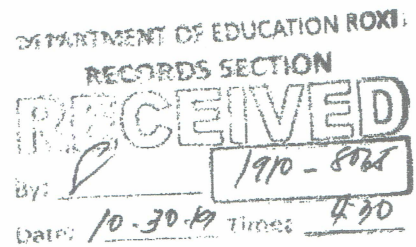
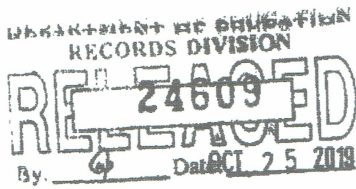
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Empowerment Adaptability Goal-oriented Leadership Excellence

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Document Number : ROXI-114
Version Number : 2.0
Revision Number : 0
Date of Effectivity : July 15, 2019





Republic of the Philippines
Department of Education
Administrative Service

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

NRM/asb



DEPARTMENT OF EDUCATION
RECORDS DIVISION

RELEASED
22001
SEP 26 2019
Date: *[Signature]*

Republic of the Philippines
Department of Education
DepEd Complex, Meralco Avenue, Pasig City

**Office of the Assistant Secretary
Procurement and Administration**

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:

Cluster	Date	Venue	Region
1 st cluster	November 11-15, 2019	Luzon Area	I, II, III & CAR, IV-A, IV-B, V and NCR, selected Designated Records Custodian, Central Office
2 nd cluster	December 2-6, 2019	Mindanao Area	VI, VII, & VIII, IX, X, XI, XII, CARAGA & BARMM, selected Designated Records Custodian, Central Office

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 G. MALANA
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

Organizational Unit	Required Participants and Their Position Title / Designation			Total No. of Participants
	CAO/SAO	AO-V	AA-VI	
Regional Office Region XI	1			1

CAO - Chief Administrative Officer
SAO - Supervising Administrative Officer

AO-V - Administrative Officer V
AO-IV - Administrative Officer IV
AA-VI - Administrative Aide VI

Organizational Unit	Required Participants and Their Position Title / Designation			Total No. of Participants
	AO-V	AO-IV	AA-VI	
Schools Division Office				
Compostela Valley	1			
Davao del Norte		1		
Davao del Sur			1	
Davao Oriental	1			
Digos City			1	
Mati City	1			
Panabo City		1		
Samal City		1		
Tagum City		1		
TOTAL	3	4	2	10

REMINDERS:

1. Participants are the permanent appointees; designees as officer-in-charge, in acting capacity, or in concurrent capacity as above stated.
2. Un-authorized 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/recordsseminar. The policy of NO REGISTRATION, NO ACCOMMODATION shall be observed. Thus, walk-in registration shall NOT be entertained in the Activity venue.

APPROVED BY:

f. [Signature]
ROBERT M. AGUSTIN
Director IV
Administrative Service

