



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region VII, Central Visayas  
**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
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**MEMORANDUM**

**TO :** Assistant Schools Division Superintendent  
CHIEFS, CID & SGOD  
Division Education Program Supervisor/Education Program Specialist  
ALL SECTION HEADS

**FROM :** *fr:* *ES*  
WILFREDA D. BONGALOS, PH.D., CESO V  
Schools Division Superintendent

**SUBJECT :** ORIENTATION ON THE CONDUCT OF RECORDS INVENTORY AND  
RECORDS DISPOSITION TO ASSIGNED SECTION RECORDS CUSTODIAN

**DATE :** May 2, 2019

1. There will be an Orientation on the Conduct of Records Inventory and Records Disposition on May 10, 2019 at 9:00 o'clock in the morning at the SDS Conference Room.
2. Participants are the assigned Records Custodian/s of each section/office.

SECTION/OFFICE	NAME
ASDS	Sheena Lee Bayot & Yvonne Villafranca
Administrative/Personnel	Jason Fermiza, Annalou Saga & Felix Sayre
Cash	Sushila Mecla & Mauricio Paalan
CID	Icee Elemia, Conchita Jusayan & Izra Faye Saguban
Education Facilities	Andre Amor
Finance & Budget	Kevin Samson, Nicko Tuballa & Romanito Visitacion
Health & Nutrition	Melchora Asdillo & Imelda Chiu
Legal	Marjorie Porcina
Planning	Norberto Banatanto & Jeylene Cerial
Property & Supply	Amabel Herrera & Johnalyn Mondoñedo
SGOD	Erwin Pinuto

3. Please bring a copy of the DepEd Records Disposition Schedule manual.
4. For Compliance and Immediate Dissemination of this Memorandum is desired.

Tel. Nos: (035)225-2838 / 225-0867/422-7644 (Division Supt's Office); (035) 225-1622 (CID); (035) 225-1623 (Legal Section); (035)225-6180 (SGOD); (035) 422-7643 (Cash Section); (035) 422-8511 (Planning Section); (035) 225-8987 (Record's Section); (035) 422-5283 (Admin. Section); (035) 422-0267 (Personnel Section); (035) 225-2378 (Guard/Medical/Dental Sections); (035) 225-7012 (Educ. Facilities Section); (035) 225-1640 & (035) 225-1640 (Acct. Budget Section); (035) 422-3021 (Supply Section)