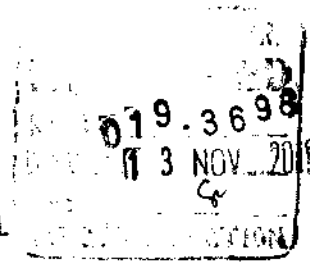




Republic of the Philippines
Department of Education
REGION VII
SCHOOLS DIVISION OF NEGROS ORIENTAL



November 12, 2019

TRAVEL ORDER NO: 1413 S. 2019

TARA GAY S. DAPAT
Administrative Officer IV (Records)
Records and Receiving Section

You are hereby directed to attend the 2nd Clustered Conference of Personnel in the Administrative Service-Records Group to be held on November 25-29, 2019 in Bacolod City.

Expenses to be incurred for board and lodging shall be charged to the OPDNSP Fund of the Records Division, Administrative Service of DepEd Central Office while traveling expenses shall be charged to local funds subject to the usual accounting and auditing rules and regulations except for the plane fares which shall be downloaded to respective divisions.

You are to fill out the Registration Form through url address: deped.in/2ndccdeasrecords on or before November 8, 2019.

For further details, please refer to attached RM No. 0617 s.2019.

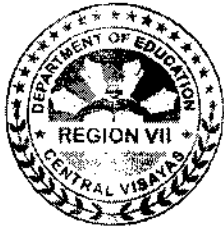
For your information, guidance and compliance.

SENEN P. PAULIN, CESO V
Schools Division Superintendent

11/12/19



Tel. Nos. (035)225-2838 / 225-0687/422-7644 (Division Sup't'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) 225-6987 (Record's Section); (035) 422-5283 (Admin. Section); (035) 422-9267 (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) 422-3921 (Supply Section)



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City



NOV 11 2019


REGIONAL MEMORANDUM

No. 0617, s. 2019

2nd CLUSTERED CONFERENCE OF PERSONNEL IN THE ADMINISTRATIVE
SERVICE-RECORDS GROUP

To: Schools Division Superintendents/Officers-in-Charge
Assistant Schools Division Superintendents/Officers-in-Charge

1. Attached is unnumbered Memorandum, dated 24 October 2019, announcing the conduct of the 2nd clustered conference of personnel for records group in the administrative service with the theme "Managing Records Well; Looking Forward to a New Environment" and "Records": Aging Carefully, Valuing Endlessly" on November 25-29, 2019 in Bacolod City. Schools Division Office is enjoined to send one (1) participant to the said activity. Travel expenses of participants shall be charged to their respective local funds except for plane fares of those coming from the identified Schools Division Offices per attached distribution guide.
2. Kindly refer to the attached Memorandum for more details.
3. Wide dissemination of this Memorandum is desired.


SALUSTIANO T. JIMENEZ LLB, EdD, CESO V
Director III
OIC, Office of the Regional Director

asd/bdt

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; Office of the Assistant Director, Tel. No.: (032) 255-4542
Field Technical Assistance Division (FTAD), Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323
Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;
414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

"EFD 2015: Karapatan ng Lahat, Pananagutan ng Lahat"



OUAMEMO06-1019-0423
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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMO 06 - 1019 - 0423
MEMORANDUM
24 October 2019

**For: Regional Directors
Schools Division Superintendents**

**Subject: 2nd CLUSTERED CONFERENCES OF THE DEPED
ADMINISTRATIVE SERVICE (CCDEAS) - RECORDS GROUP**

The Administrative Service - Records Division shall conduct the 2nd Clustered Conferences of the DepED Administrative Service - Records Group from 25-29 November 2019 (inclusive of travel time) in Bacolod City, venue (to be announced through an advisory) with the theme, "Managing Records Well: Looking Forward to a New IT-Based Environment" and "Records: Aging Carefully, Valuing Endlessly."

The activity aims to:

1. Imbue new dimensions as breakthrough initiatives for an improved records management and transformed governance in the Department;
2. Underscore the challenging role of the Records Managers with the advent of modern technology and promulgation of laws and policies affecting their functions;
3. Strengthen the commitment of the Records Managers to excellence by providing efficient frontline services aligned to quality management system; and
4. Highlight the significant contribution of the Records Managers to the Department's core deliverables, for quality, accessible, relevant and liberating basic education.

For the maximum attainment of the objectives of the Conference, the following participants are required to attend:

1. Administrative Officer (AO) V of the Administrative Division, Records Section in the Regional Office (RO), whether in permanent, acting, Officer-In-Charge (OIC) or designated in concurrent capacity; and

RVA- *guyana*
10/25

Office of the Undersecretary for Administration (OUA)

(Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRMS), Bureau of Learner Support Services (BLSS), Baguio Teachers' Camp (BTC), Central Security & Safety Office (CSSO))

Department of Education, Central Office, Meralco Avenue, Pasig City





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2. Administrative Officer (AO) IV of the Administrative Section, Records Unit in the Schools Division Office (SDO), whether in permanent, acting, Officer-In-Charge (OIC) or designated in concurrent capacity.

Participants are allowed to attend on official business. Please see attached "Annex A" for the list of participants per Region.

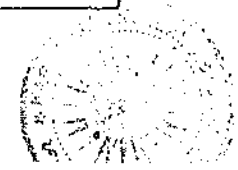
Expenses to be incurred for the board and lodging, honorarium of the Resource Persons, supplies, materials, and contingency shall be charged to the Records Division. Administrative Service GASS Fund, subject to the usual accounting and auditing rules and regulations. The proper charging of traveling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

- a. For Central Office, Resource Persons, and DepEd Officials travelling expenses shall be charged to Records Division, Administrative Service GASS Fund;
- b. For Facilitators and members of the Working Committees from the Regional and Division Offices, travelling expenses shall be charged to their respective local funds except for plane fare which shall be charged against Records Division, GASS funds. Flight schedules and ticket bookings shall be arranged, coordinated and booked by the Central office; and
- c. For Regional and Division Offices participants, travelling expenses shall be charged to their respective local funds except for plane fare chargeable against Records Division, GASS funds and will be downloaded to their respective Regional/Division Offices. For the BARMM participants plane fare shall be downloaded through fund check. Participants are advised to avail of the economy plane fare within the downloaded amount indicated in "Annex A". Other charges that may be incurred (i.e. rebooking fees) shall be charged to the participant's personal account.

In case of the excess in the downloaded amount for plane fare, this shall be utilized for travelling expenses, for that matter. For participants who will travel by plane, (by buying the cheapest economy class), please be advised to book your flights as soon as the **Advisory** for the **venue** have been issued.

The expected arrivals, schedules for meals and accommodation of the participants shall be as follows:

	Participants	National Working Committee	Technical
Check-in	Nov. 25, 2019, on or after 12:00 noon	Nov. 24, 2019, on or after 12:00 noon	
Check-out	Nov. 29, 2019, on or before 12:00 noon	Nov. 29, 2019, on or before 12:00 noon	
1st Meal	Lunch on Nov. 25, 2019	Lunch on Nov. 24, 2019	
Last Meal	AM Snack on Nov. 29, 2019	AM Snack on Nov. 29, 2019	

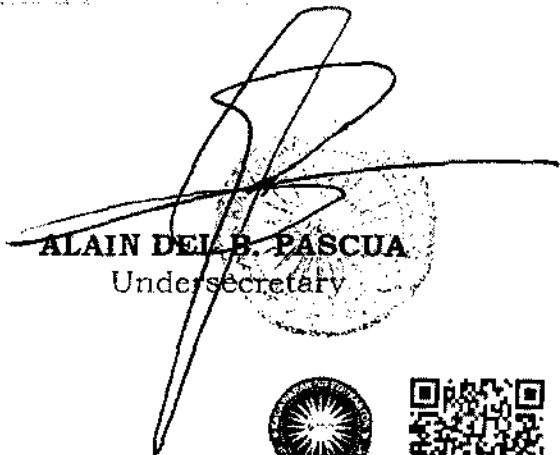


All other expenses beyond the proper charging and schedules of accommodation/ meals indicated in this memorandum shall be charged to participant's personal account.

To facilitate arrangements for board and lodging, participants are advised to confirm their attendance through online registration at depd.in/2ndccdeasrecords on or before **08 November 2019**. A **NO REGISTRATION, NO ACCOMMODATION** policy shall be implemented, thus, strict compliance to the deadline of online registration is enjoined.

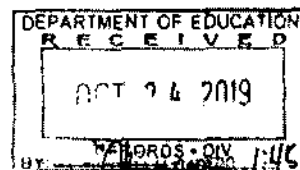
For more information, all concerned may contact Mesdames **Alma D. Apanay** or **Rose Marie D. Moscoso**, Administrative Officers V, Records Division, Administrative Service, DepEd Central office through Tel. Nos. (02) 633-72-18 or (02) 687-14-49 and email address: apanaa@deped.gov.ph, moscoso@deped.gov.ph.

For immediate and appropriate action.


ALAIN DEL B. PASCUA
Undersecretary



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PLANE FARE OF PARTICIPANTS

REGION (1 pax each)	DIVISION (1 pax each)	TOTAL	PLANE FARE	AMOUNT OF PLANE FARE PER DIVISION
1	14	15	7,972.00	119,580.00
2	9	10	7,972.00	79,720.00
3	20	21	7,972.00	167,412.00
CAR	8	9	7,972.00	71,748.00
1V-A	21	22	7,972.00	175,384.00
IV-B	7	8	7,972.00	63,776.00
NCR	16	17	7,972.00	135,524.00
V	13	14	7,972.00	111,608.00
VI	3	4	7,972.00	31,888.00
VII	12	13	7,972.00	103,636.00
VIII	13	14	7,972.00	111,608.00
IX	8	9	10,812.00	97,308.00
X	14	15	11,685.60	175,284.00
XI	11	12	10,812.00	129,744.00
XII	9	10	10,812.00	108,120.00
XIII	12	13	10,812.00	140,556.00
BARMM	9	10	10,812.00	108,120.00
TOTAL	199	216		1,931,016.00

**2nd Clustered Conferences of the DepED Administrative Service-Records Group
Bacolod City
November 25-29, 2019**

PARTICIPANTS DISTRIBUTION GUIDE


Organizational Unit	Required Participants and Their Position Title / Designation	Total No. of Participants	Amount of Plane Fare
Regional Office	AO-V		
Region VII	1	1	7,972.00

Organizational Unit	Required Participants and Their Position Title / Designation	Total No. of Participants	Amount of Plane Fare
Schools Division Office	AO-IV		
Abohol	1	1	7,972.00
Cebu	1	1	7,972.00
Negros Oriental	1	1	TEV charged to local funds
Siguiror	1	1	TEV charged to local funds
Sais City	1	1	TEV charged to local funds
Sayawan City	1	1	TEV charged to local funds
Sogo City	1	1	7,972.00
Carcar City	1	1	7,972.00
Cebu City	1	1	7,972.00
Danao City	1	1	7,972.00
Dumaguete City	1	1	TEV charged to local funds
Gulhungan City	1	1	TEV charged to local funds
Lapu-Lapu City	1	1	7,972.00
Mandaue City	1	1	7,972.00
Naga City	1	1	7,972.00
Tagbilaran City	1	1	7,972.00
Talisay City	1	1	7,972.00
Tanjay City	1	1	TEV charged to local funds
Toledo City	1	1	7,972.00
TOTAL	19	19	183,636.00

REMINDERS:

- Participants are the permanent appointees; designees as officer-in-charge, in acting capacity, or in concurrent capacity as above stated.
- 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.
- All participants are required to fill-out the Registration Form through url address: deped.in/2ndccdeasrecords. The policy of NO REGISTRATION, NO ACCOMMODATION shall be observed. Thus, walk-in registration shall NOT be entertained in the Activity venue.
- Participants are encouraged to avail of the economy plane fares which shall be downloaded to your respective region/division offices. Other charges that may be incurred (i.e. rebooking fees) shall be charged to the participant's personal account.
- Please be advised to book your flights as soon as the Advisory for the exact venue has been issued.
- In case of excess in the downloaded amount for plane fare, this shall be utilized for travelling expenses, for that matter.

APPROVED BY:


ROBERT M. AGUSTIN
 Director IV
 Administrative Service