



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



November 12, 2019

TRAVEL ORDER NO: 1614 S. 2019

ANTONIO RICARDO E. DURAN
Administrative Aide I
Records and Receiving Section

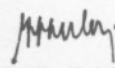
You are hereby directed to attend the Seminar Workshop on Records Management to be held on December 2-6, 2019 in Ritz Hotel at Garden Oases, Poras St., Bo. Obrero, Davao City.

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/recordsseminar on or before November 21, 2019.

For further details, please refer to attached RM No. 0622 s.2019.

For your information, guidance and compliance.

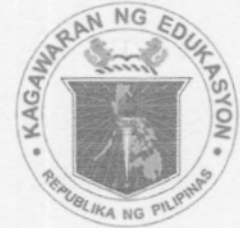

SENEN P. PAULIN, CESO V
Schools Division Superintendent
11/12/19



Tel. Nos: (035)225-2838 / 225-0667/422-7644 (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) 225-6987 (Record's Section); (035) 422-5283 (Admin. Section); (035) 422-0267 (Personnel Section); (035) 225-2376 (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



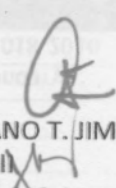
NOV 11 2019

REGIONAL MEMORANDUM
 No. 0622, s. 2019

SEMINAR-WORKSHOP ON RECORDS MANAGEMENT

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

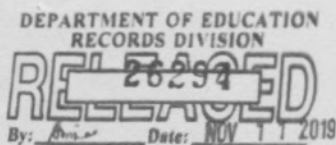
- Attached are Advisory and Memorandum signed by Dir. Robert M. Agustin, Director IV, Administrative Service, relative to the Seminar-Workshop on Records Management (Cluster 2 – Visayas and Mindanao Areas) on December 2- 6, 2019. The venue of the said activity will be announced in subsequent advisory. Participants to the activity are identified in the attached distribution guide.
- For more details, kindly refer to the attached Memorandum.
- 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

“E3A 2015: Karapatan ng Lahat, Pananagutan ng Lahat”



Republic of the Philippines
Department of Education
Administrative Service

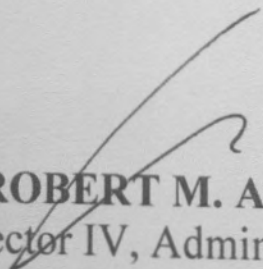
November 11, 2019

ADVISORY

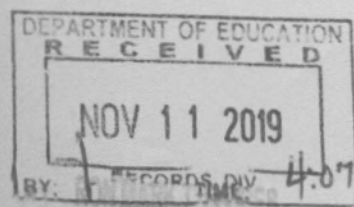
This is to advise that the venue for the Seminar Workshop on Records Management (Cluster 2- Visayas and Mindanao Areas) will be held in **Ritz Hotel at Garden Oases**, Poras St., Bo. Obrero, Davao City on December 2-6, 2019 (inclusive of travel time). This is to reiterate that participants are encouraged to fill-out the Registration Form through url address: **deped.in/recordsseminar** with the deadline for registration on or before **November 21, 2019**.

For queries, please contact **Mesdames Rose Marie D. Moscoso**, Administrative Officer V and **Amelita S. Buce**, Executive Assistant II, 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
24609
By: [Signature] Date: OCT 25 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
Date: SEP 26 2019

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

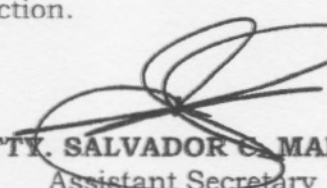
The seminar-workshop aims to:

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 III
 Assistant Secretary
 Procurement and Administration



4/27/18
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Office 12	3	3	
Office 11	3	3	
Office 10	3	3	
Office 9	3	3	
Office 8	3	3	
Office 7	3	3	
Office 6	3	3	
Office 5	3	3	
Office 4	3	3	
Office 3	3	3	
Office 2	3	3	
Office 1	3	3	
Office 0	0	0	

Cc: **ALAIN DEL B. PASCUA**
 Undersecretary for Administration

Subject Area: Administration	Division: Procurement and Administration
Employee ID: 3010033	Location: Manila
Position: Secretary II	Employee ID: 3010033
Name of Employee: Salvador G. Malana III	Division: Procurement and Administration

Office 12	3	3	
Office 11	3	3	
Office 10	3	3	
Office 9	3	3	
Office 8	3	3	
Office 7	3	3	
Office 6	3	3	
Office 5	3	3	
Office 4	3	3	
Office 3	3	3	
Office 2	3	3	
Office 1	3	3	
Office 0	0	0	

Subject Area: Administration	Division: Procurement and Administration
Employee ID: 3010033	Location: Manila
Position: Secretary I	Employee ID: 3010033
Name of Employee: Salvador G. Malana III	Division: Procurement and 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	Amount of Plane Fare
	CAO/SAO	AO-V	AA-VI		
Regional Office Region VII	1				11,000.00

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	Amount of Plane Fare
	AO-V	AO-IV	AA-VI		
Schools Division Office					
Bohol	1			1	11,000.00
Cebu		1		1	11,000.00
Negros Oriental			1	1	11,000.00
Siquijor	1			1	11,000.00
Bais City		1		1	11,000.00
Bayawan City			1	1	11,000.00
Bogo City	1			1	11,000.00
Carcar City		1		1	11,000.00
Cebu City			1	1	11,000.00
Danao City	1			1	11,000.00
Dumaguete City		1		1	11,000.00
Guihulngan City			1	1	11,000.00
Lapu-Lapu City	1			1	11,000.00
Mandaue City		1		1	11,000.00
Naga City			1	1	11,000.00
Tagbilaran City	1			1	11,000.00
Talisay City		1		1	11,000.00
Tanjay City			1	1	11,000.00
Toledo City	1			1	11,000.00
TOTAL	7	6	6	20	220,000.00

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/recordsseminar. 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 fare, 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.
- In case of excess in the downloaded amount for plane fare, this shall be utilized for travelling expenses, for that matter.

APPROVED BY:

R. M. Agustin
ROBERT M. AGUSTIN
Director IV
Administrative Service

RECEIVED
23086
By: *[Signature]* Date: OCT 10 2019