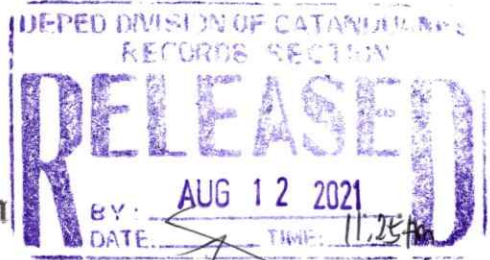




Republic of the Philippines
Department of Education
REGION V

SCHOOLS DIVISION OFFICE OF CATANDUANES



August 6, 2021

DIVISION MEMORANDUM

OSDS-REC-DM- 342 s. 2021

SEMINAR ON RECORDS MANAGEMENT SYSTEM

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID & SGOD
Education Program Supervisors
Public Schools District Supervisors
Concerned Elementary and Secondary School Heads
All Others Concerned

1. In accordance with Rule IV, Sections 1, 2, 3 of the Rules Implementing the Code of Conduct and Ethical Standards for Public Employees (RA 6713) and in furtherance to Article III of DECS Order No. 13-B s.1988 on Rules and Regulations governing the coordination of Records Management and Archives, there will be a **Seminar On Records Management System** on **August 16 and 17, 2021**, venue to be announced later.
2. This activity aims to instill awareness, appreciation and responsibilities in the implementation of an effective Records Management System and to provide the participants with knowledge and skill towards a systematic and economical disposition of records.
3. The list of participants are enclosed for reference.
4. Meals shall be served to participants charged to HRTD fund while travel and other expenses of participants shall be charged to local funds subject for usual accounting and auditing rules and regulations.
5. For information, guidance, and compliance.

SUSAN S. COLLANO
Asst. Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent





Republic of the Philippines
Department of Education
 REGION V
 SCHOOLS DIVISION OFFICE OF CATANDUANES

Enclosure 2 to Division Memorandum No. _____ s. 2021

LIST OF PARTICIPANTS

August 16, 2021 (Monday)

No	Name	School/District/Office
1	Rizza Mae Alcantara	Pandan West
2	Debbie Go	San Andres East
3	Richelle Alpapara	Agban NHS
4	Richgirl Dayawon	Antipolo NHS
5	Joji Villafuerte	Bagamanoc RDHS
6	Anunciacion Perez	Baras RDHS
7	Mercy Tejerero	Bato RDHS
8	Joseph Bañares	Bote IS
9	Shene Tabo	Bugao NHS
10	Maricel Navarro	Buyo IS
11	Eddie Magno	Cabcab NHS
12	Gina Gianan	Cabugao IS
13	Kristine Faye Guran	Caramoran RDHS
14	Zenia Verano	Caramoran SF
15	Michelle Adelante	CNHS
16	Jonnell Sarmiento	Cobo IS
17	Maricris Tabo	Codon NHS
18	Sherwin Toledana	Gigmoto RDHS
19	Raquel Bosque	Hawan NHS
20	Grace Mendoza	LIV SR. NHS
21	Ria Gregorio	Mabato HS- SMRDHS-Annex
22	Vergie Santelices	Magnesia NHS
23	Maria Alaine Aldave	Manambrag NHS
24	Kristine Vargas	Mayngaway NHS
25	Maricel Hubilla	Palta NHS
26	Myla Delos Santos	PSAT
27	Abegail Sarmiento	Panganiban NHS
28	Judy Mae Magtangob	Panganiban NHS-CAIC
29	Virginia Soneja	SAVS
30	Roselyn Bernardo	San Jose NHS
31	Serafin Soriao	San Miguel RDHS
32	Jethro Torrente	Supang Datag NHS
33	John Paul Vargas	Tambongon NHS
34	Maribel Ogena	Viga RDHS
35	Annie Giesha Matienzo	Bato East
36	Fatima Joson	Bato West
37	Vilma Benavidez	Caramoran North
38	Naomi Santelices	Caramoran South
39	Ross Ann Punzalan	Virac North
40	Chanda Soliveres	Virac South





Republic of the Philippines
Department of Education
 REGION V

SCHOOLS DIVISION OFFICE OF CATANDUANES

Enclosure 3 to Division Memorandum No. _____ s. 2021

LIST OF PARTICIPANTS

August 17, 2021 (Tuesday)

No	Name	School/District/Office
1	Jerald Sualibio	SDS
2	Alexa Mae Abundo	ASDS
3	Jessica Talion	Admin Section
4	Roma Angelee Soleybar	Personnel Section
5	Christine Louise De Leon	Personnel Section
6	Ma. Carissa Guerrero	Personnel Section
7	Ma. Dolores Todoc	Personnel Section
8	Jonah Ann Valenzuela	Personnel Section
9	Korina Carla Basco	Personnel Section
10	Cristy De Leon	Supply Section
11	Roselle Bartolome	Cashier Section
12	Kathlyn Clemente	Curriculum Implementation Division
13	Helen Soledad	Accounting Section
14	Jannette Marquez	Accounting Section
15	Mary Ann Obo	Accounting Section
16	Emily Agosto	Accounting Section
17	Charmaine Tejerero	Accounting Section
18	Mae Zafe	Accounting Section
19	Carmela Molod	Accounting Section
20	Jennifer Metica	IT Unit
21	Marichelle B Llave	Personnel Section
22	Cristina Barrameda	Supply Section
23	Angelo James Aguinalde	Accounting Section
24	Ma. Cielo Tubale	Budget Section
25	Rommel Pitajen	CID
26	Mary Jean Romero	SGOD
27	Kristine Santelices	Health and Nutrition Section
28	Chilzia Rojas	Legal Section
29	Liza Bernardo	Cashier Section

Facilitators:

Susan S. Collano
 ASDS, OIC, Office of the SDS

Ma. Luisa T. Dela Rosa
 Assistant School Division Superintendent (ASDS)

Eva S. Tolentino
 Administrative Officer IV

Elizabeth R. Ifurung
 Administrative Officer IV

Shiela T. Bagadiong
 Registrar I

Glenn C. Camacho
 Administrative Assistant III

Jean Flor Q. Cestina
 Administrative Aide VI

Linda A. Icaranom
 Administrative Assistant III

Ma. Lourdes M. Sorra
 Administrative Assistant III

Rey C. Aldca
 Administrative Aide II





Republic of the Philippines
Department of Education
 REGION V

SCHOOLS DIVISION OFFICE OF CATANDUANES

Enclosure 4 to Division Memorandum No. _____ s. 2021

SEMINAR ON RECORDS MANAGEMENT SYSTEM

August 16 and 17, 2021

8:00 AM to 5:00 PM

PROGRAM OF ACTIVITIES

TIME	ACTIVITY	PERSON-IN CHARGE
7:30 AM- 8:00 AM	Registration	Registration Committee
8:00 AM – 8:15 AM	Philippine National Anthem	AVP
	Opening Prayer	AVP
	Catandungan Hymn	AVP
8:15 AM-8:20 AM	Welcome Remarks	EVA S. TOLENTINO Administrative Officer V
8:20 AM-8:25 AM	Acknowledgement of Participants	JEAN FLOR Q. CESTINA Administrative Aide VI
8:25 AM- 8:35 AM	Message	SUSAN S. COLLANO ASDS, OIC, Office of the SDS
8:35 AM-9:00 AM	Statement of Purpose/Overview of the Seminar Workshop	ELIZABETH R. IFURUNG Administrative Officer IV
	SEMINAR PROPER	
9:00 AM- 10:00 AM	Records Management System	ELIZABETH R. IFURUNG Administrative Officer IV
10:00 AM-11:00 AM	Handling Communications	JEAN FLOR Q. CESTINA Administrative Aide VI
11:00 AM – 12:00 PM	Access to Official Records and Disclosure	GLENN C. CAMACHO Administrative Assistant III
12:00 PM- 1:00 PM	Lunch Break	
1:00 PM-2:00 PM	Records Disposition	MA. LOURDES M. SORRA Administrative Assistant III
2:00 PM – 3:00 PM	Automation of Transactions (E-Records)	SHIELA T. BAGADIONG Registrar I
3:00 PM – 4:00 PM	Freedom of Information (FOI) Data Privacy Act of 2012	ATTY. CHILZIA T. ROJAS Legal Officer-Designate
4:30 PM- 5:00 PM	Closing	MA. LUISA T. DELA ROSA Assistant School Division Superintendent (ASDS)
	LINDA A. ICARANOM Master of Ceremonies	

