



Republic of the Philippines
Department of Education
CARAGA ADMINISTRATIVE REGION
J.P. Rosales Avenue, Butuan City



July 16, 2018

REGIONAL MEMORANDUM

No. 365 s. 2018

THREE-DAY REGIONAL CAPACITY ENHANCEMENT SEMINAR ON MANAGING RECORDS DISPOSITION AND CONTROL

TO: **Schools Division Superintendents**
Division Records Officers/Designated Division Records Custodians
Division Information Technologists
This Region

1. A Three-Day Regional Capacity Enhancement Seminar on Managing Records Disposition and Control will be held on August 8-10, 2018, in Siargao Islands, Province of Surigao del Norte (*specific venue will be announced later*).
2. The activity shall enable the personnel who are actually involved in the management and control of records to:
 - a.) fully understand and implement in their respective offices the RA 9470 The National Archives of the Philippines Act of 2007 and Data Privacy Act of 2012;
 - b.) follow and implement section 374 of RA 7160;
 - c.) standardize a functional system of Records Archival and Disposal ;
3. Participants to the said seminar are personnel involved in the management and control of records. A registration fee of Php 3,200.00 shall be collected from each participant. Below is the breakdown of number of participants:
 - 15- Records Custodians/Coordinators in the different Functional Divisions and units in the Regional Office
 - 72- from the 12 SDOs (**6 slots** are allotted per SDO which comprise the ff:
 1. SDS
 2. Division Records Officer
 3. Elem. School Principal & 4. the school's Records Custodian
 5. Secondary School Principal & 6. the school's Records Custodian
4. Expenses relative to the activity shall be charged to the local funds, subject to the usual accounting and auditing rules and regulations.
5. Attached is the schedule of activities for the said seminar.
6. For your information, guidance and compliance.


BEATRIZ G. TORNO, Ph.D., CESO IV
Regional Director



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**“Three- Day Regional Capacity Enhancement Seminar on Managing Records
 Disposition and Control”
 ACTIVITY MATRIX**

TIME	ACTIVITY	FOCAL PERSON/PERSON INVOLVED
DAY I (August 8, 2018)		
8:00 a.m.-1:00 p.m.	Arrival & Registration of Participants	Ms. Michelle J. Bellosillo Regional Administrative Aide VI
2:00 p.m.-3:00p.m.	Opening Program	c/o Siargao Islands Division
3:01 pm-4:00 pm	Launching of DepEd Caraga Official Website	Mr. Marcelino M. Ahon, Jr. Regional IT Officer-I
4:01 p.m.-5:30p.m.	Overview on Records Mgt. Article IV of RA 9470	Madelene T. Amante Regional Records Officer
5:31 p.m.-6:00 p.m.	Open Forum	
6:01 p.m. -7:00 p.m.	DINNER	
DAY II (August 9, 2018)		
6:00 a.m. -8:00 a.m.	BREAKFAST	
8:01 a.m.-8:20 a.m.	RECAP	Officers of the Day
8:21 a.m.-9:30 a.m.	Generally Accepted Record Keeping Principles	Mrs. Jura A. Sajulga-Goloran Admin. Officer IV-Agusan del Sur Division Mrs. Lanie R. Pedrosa Admin. Officer IV-Dinagat Division
9:31 a.m.- 10:00 am	Open Forum	
10:01 am- 12:00 p.m.	Basic Records & Archives Management *Records Inventory *Records Retention Schedule *Records Disposition Schedule	Ms. Ma. Teresa A. Pagaragan Senior Records Management Analyst National Archives of the Philippines
12:00 pm-1:00 pm	LUNCH BREAK	
1:01 p.m. -3:00 p.m.	Continuation	Ms. Ma. Teresa Pagaragan Senior Records Management Analyst National Archives of the Philippines
3:01 pm-4:00 pm	Workshop & Open Forum	Ms. Ma. Teresa Pagaragan Senior Records Management Analyst National Archives of the Philippines
4:01-6:00 pm	Data Privacy Act of 2012	Mr. Ariem V. Cinco Regional Information Officer III
6:01 p.m. -7:00 p.m.	DINNER	
DAY III (August 10, 2018)		
6:00 a.m.- 8:00 a.m.	BREAKFAST	
8:01 a.m.- 8:30 a.m.	RECAP	Officers of the Day
8:31 a.m.-9:30 a.m.	Continuation of Data Privacy Act of 2012	Mr. Ariem V. Cinco Regional Information Officer III
9:31 am-11:00 am	Workshop & Open Forum	Mr. Ariem V. Cinco Regional Information Officer III
11:01 am-12:00 nn	Closing Program and Distribution of Certificates	Officers of the day
12:01nn-1:00 p.m.	LUNCH	
	HOME SWEET HOME	