



Republic of the Philippines
Department of Education
CARAGA REGION

March 31, 2020

REGIONAL MEMORANDUM

No. 178, s. 2020

To: Schools Division Superintendents
This Region

PRELUDE TO THE CRAFTING OF CONTEXTUALIZED REGIONAL
RECORDS MANAGEMENT MANUAL



1. Records management plays a vital role in the overall function of the agency. One way of improving records management is the creation of a records management manual which is contextualized to the needs, experiences, and circumstances of the Region. Its main goal is to standardize records processes so that records officers/in-charge in the Regional Office, Division Offices, and Schools will follow the same standard operating procedures (SOP), taking into account compliance with legal mandates.
2. The crafting of the contextualized regional records management manual was originally scheduled to be conducted on April 28-30, 2020. But because of the current COVID-19 situation in the country, the said activity will be postponed until further notice.
3. As a prelude to the crafting of the contextualized manual, records officers/in-charge in division offices and select schools shall provide the Regional Office with the list of issues/concerns/challenges, best practices, and SOPs related to records management. Division Offices will have the liberty to select the sample schools given the following criteria:

	No. of Schools
Elementary School	2
Junior High School	2
Senior High School	2

4. Templates are provided for uniformity. Duly accomplished templates shall be emailed on or before April 15, 2020 at caraga.records@deped.gov.ph.



5. For dissemination and compliance.


FRANCIS CESAR B. BRINGAS, CESO V
Director III
Officer-in-charge
Office of the Regional Director 

Encls.: Template Nos. 1 and 2

Reference: None

To be indicated in the Perpetual Index
under the following subjects:

CONTEXTUALIZED MANUAL

RECORDS MANAGEMENT

ASD/mcao
03/31/2020

Standard Operating Procedure

Process: _____

Steps	Details	Personnel In-charge
Step 1: _____ _____ _____	_____ _____ _____	Put only the position or designation _____ _____
Step 2: _____ _____ _____	_____ _____ _____	_____ _____
Step 3: _____ _____ _____	_____ _____ _____	_____ _____

List of Processes (you may add based on your actual functions as records officers/in-charge)

1. Incoming Communication
2. Outgoing Communication
3. Certification/Verification of Documents (Certified True Copy)
4. Records Storage and Retention
5. Records Disposal
6. Certification, Authentication and Verification (CAV)

Prepared by:
Records Officer/In-charge

Certified by:
Chief/Principal

Noted by:
Schools Division Superintendent