



Republic of the Philippines  
**Department of Education**  
CARAGA REGION

May 18, 2020

REGIONAL MEMORANDUM

No. 212, s. 2020

To: Schools Division Superintendents  
Division Records Officers  
Concerned School Records In-charge  
This Region

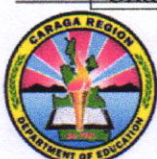
DEPED CARAGA CONTEXTUALIZED RECORDS MANUAL

1. Records management plays a vital role in the overall function of the agency. A contextualized records manual is one way to ensure provision of quality records services to clients. The goal of the Contextualized Manual is to standardize records processes and guidelines so that records in-charge in all the schools, division offices, and the Regional Office will follow the same procedures in all the processes. It also makes sure that records processes are in compliance with legal mandates such as the National Archives of the Philippines, Ease of Doing Business, Data Privacy, Freedom of Information, and E-commerce Law.

2. The workshop for the Crafting of Contextualized Records Manual was scheduled last April 28-30, 2020. But because of the Enhanced Community Quarantine, the said workshop was cancelled. Considering the need for the Contextualized Manual and the current COVID-19 situation in our Region, the crafting of the contextualized manual will pursue using various online modalities.

3. The Technical Working Group (TWG) were identified through the Division Records Officers. They will take part in researching, data gathering, and crafting of the Manual. The following is the composition of the Technical Working Group (TWG):

Name	Position/Designation	Division
Sharron May O. Pequero	Administrative Officer IV	Agusan del Norte
Lydia Grana Arocha	Master Teacher I	Agusan del Norte
Romadel G. Arbis	Registrar	Agusan del Norte
Roselmaly L. Pahamtang	SST III	Agusan del Norte
Jura S. Goloran	Administrative Officer IV	Agusan del Sur
Jeremy P. Bernados	Administrative Assistant II	Agusan del Sur
Mary Joy B. Laurente	Teacher II	Agusan del Sur
Jermaine Brital	Registrar I	Agusan del Sur
Joecil P. Purganan	Librarian II	Bayugan City
Estrella V. Son	Master Teacher I	Bayugan City
Reynald A. Oyanib	Teacher II	Bayugan City
Emmalyn C. Omila	Teacher II	Bayugan City
Estrella J. Cabanto	Administrative Officer IV	Bislig City
Paul Simon L. Castillo	Administrative Aide IV	Bislig City
Reynalyn Manlangit Dianing	Administrative Assistant III	Bislig City
Alma A. Camino	SST-I	Bislig City
Perlita Manginsay	Administrative Officer IV	Butuan City
Charity Lacuin	Administrative Assistant II	Butuan City



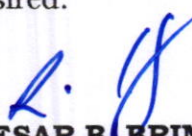
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Teresa Porras	Teacher III	Butuan City
Agnes Y. Guron	Administrative Assistant III	Cabadbaran City
Marijoy E. Ampo	Teacher III	Cabadbaran City
Norren M. Bulfa	Registrar-I	Cabadbaran City
Lanie Pedrosa	Administrative Officer IV	Dinagat Islands
Euzel Patroninia C. Espinosa	Principal II	Dinagat Islands
Teresita p. Loca	Principal IV	Dinagat Islands
Emma A. Dalugdugan	PSDS	Dinagat Islands
Malou S. Sinday	Administrative Assistant III	Siargao Islands
Carlo Borris G. Oraliza	Registrar I	Siargao Islands
Mildred M. Rosales	Teacher III	Siargao Islands
Sundae Carmel S. Basubas	Master Teacher II	Siargao Islands
Margie Ophelia R. Paculanang	Administrative Officer IV	Surigao City
Ma. Teresa luna	Admin. Aide 1	Surigao City
Monreynard P. Cortes	SST III	Surigao City
Maria Vanessa J. Resullar	Teacher-III	Surigao City
Berlyn P. Yriarte	Administrative Assistant	Surigao del Norte
Glory Joy D. Arconada	Registrar- I	Surigao del Norte
Metchi M. Baquilo	Administrative Assistant II	Surigao del Norte
Arnel L. Castañares	Special Education Teacher II	Surigao del Norte
Julita D. Mangata	Administrative Officer IV	Surigao del Sur
Ruth O. Malaque	Registrar I	Surigao del Sur
Mark Y. Salas	Teacher II	Surigao del Sur
Rialyn M. Besinga	Teacher III	Surigao del Sur
Annabelle Geli	Administrative Assistant III	Tandag City
Marietta C. Silagan	Teacher III	Tandag City
Marlina B. Sagetarios	Administrative Officer I	Tandag City
Beverlyn N. Atrejenio	SST-III	Tandag City

4. Immediate dissemination of this memorandum is desired.

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

Encls.: Proposed Outline of the Manual

Reference: None

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

CONTEXTUALIZED MANUAL

RECORDS

ASD/mcao  
 05/18/2020