



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
GATE 2, KARANGALAN VILLAGE
1900 CAINTA, RIZAL



03 February 2022

Regional Memorandum

**COORDINATION AND CONSULTATIVE MEETING ON RECORDS MANAGEMENT AND
TECHNICAL ASSISTANCE TO SCHOOLS AND LEARNING CENTERS WITH DIVISION
RECORDS OFFICERS/RECORDS-IN-CHARGE**

To **Schools Division Superintendents**

1. The Administrative Services Division - Records Section will conduct a Coordination and Consultative Meeting Concerning Records Management and Technical Assistance to Schools and Learning Centers with Division Records Officers / Records-In-Charge on February 23 and 24, 2022 via Google Meet. The link will be announced through an Advisory.
2. This activity aims to:
 - a. Provide technical assistance on Records Management to Division Records Officers/Records-In-Charge in CALABARZON,
 - b. Identify issues and concerns met and address the challenges encountered by each SDO on Records Management for CY 2021, and
 - c. Recognize the best practices conducted by each SDO and aim to benchmark those best practices.
3. The participants in this activity from the Regional Office are Records Officer V and Administrative Aide VI; and from SDOs are the Records Officers / Officer in charge of Records.
4. For more information or queries, you may contact Babeth Cruz, Administrative officer V, Records Section of Administrative Services Division at 09178985809.
5. Immediate dissemination of this Memorandum is highly desired.


FRANCIS CESAR B. BRINGAS
Regional Director

"EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"



Trunkline: 02-8682-5773/8684-4914/8647-7487
Website: depedcalabarzon.ph
Document Inquiry : <https://r4a-teadoc.com/inquire>
Facebook: DepEd R-4A Calabarzon

DAY 1

TIME	ACTIVITY	PERSON INVOLVED
09:00 – 10:00am	Registration and Kumustahan	BABETH C. CRUZ
10:01 – 10:15am	Prayer	IRENE GRACE GONZALES
	Lupang Hinirang	
10:16 – 10:30am	Attendance Check	MICAH P. ORTIZ
10:31 – 10:40am	Statement of Purpose	BABETH C. CRUZ
	Welcome Remarks	
10:41 – 11:10am	Inspirational Message	CHERRYLOU D. REPIA
11:11 – 12:00 nn	Presentations: (10 minutes @ presenter) a. Accomplishments, CY 2021 b. Challenges / Risks Encountered c. Solutions Made d. Best Practices	SDO RECORDS OFFICERS
12:01 – 01:00 pm	Lunch Break	
01:01 – 02:30 pm	Continuation of Presentations	DIVISION RECORDS OFFICERS
02:31 – 02:45pm	Health Break	
02:46 – 05:00pm	Continuation of Presentations	DIVISION RECORDS OFFICERS

DAY 2

TIME	ACTIVITY	PERSON INVOLVED
09:00 – 09:20am	Short Prayer and Attendance Check	BABETH CRUZ
09:21 – 12:00am	Workshop #1: Addressing the Challenges / Risks Encountered Workshop #2: Crafting of Simple Localized Records Management Plan	4 groups of 5 and 6 members
12:00 – 01:00pm	Lunch Break	
01:01 – 03:00pm	Presentation of Outputs	
03:01 – 04:00	Other Matters: NAP Guidelines on records Recovery and Disposal Measures	BABETH CRUZ
04:01 – 05:00pm	Closing Program	REGINA BABARAN