Regional Memorandum

COORDINATION AND CONSULTATIVE MEETING ON RECORDS MANAGEMENT AND TECHNICAL ASSISTANCE TO SCHOOLS AND LEARNING CENTERS WITH DIVISION RECORDS OFFICERS/RECORDS-IN-CHARGE (SESSION 2)

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 (Session 2) which will be held at NEAP-CALABARZON in Malvar, Batangas on July 27-28, 2022. Please see enclosure 1 for the list of the attendees.

2. This activity aims to:
   a. Align Records Unit processes with “One DepEd, One QMS”
   b. Craft a uniform IPCRF for SDO Records Officers in Region IV-A CALABARZON, and;
   c. Propose action plan for CY 2023 to ensure effective, efficient and sustainable records management in SDOs.

3. The participants in this activity from the Regional Office are Records Officer V and Administrative Aide VI; and SDOs are the Records Officer / Officer in charge of Records.

4. Meals and accommodation of participants, and other incidental expenses including travel cost of the regional personnel shall be charged against Regional funds while travel expenses of division office personnel shall be charged to Division funds.

5. For more information or queries, you may contact Ms. Babeth C. Cruz, Administrative Officer V, Records Section of Administrative Services Division at 09178985809.

6. Immediate dissemination of this Memorandum is highly desired.

FRANCIS CESAR B. BRINGAS
Regional Director

Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone Nos.: 02-8682-5773/8684-4914/8647-7487
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph
Enclosure 1

COORDINATION AND CONSULTATIVE MEETING ON RECORDS MANAGEMENT AND TECHNICAL ASSISTANCE TO SCHOOLS AND LEARNING CENTERS WITH DIVISION RECORDS OFFICERS/RECORDS-IN-CHARGE (SESSION 2)

LIST OF ATTENDEES
July 27-28, 2022
NEAP-CALABARZON, Malvar, Batangas

1. Babeth C. Cruz  
   Records Officer, Regional Office
2. Armin M. Maglente  
   Administrative Aide VI, Regional Office
3. Pops Marie S. Dadea  
   Records Officer, Antipolo City
4. Marites V. Tinitigan  
   Records Officer, Bacoor City
5. Maria Rosel D. Isleta  
   Records Officer, Batangas City
6. Irene Grace Q. Gonzales  
   Records Officer, Batangas Province
7. Editha Y. Coloma  
   Records Officer, Biñan City
8. Regina T. Babaran  
   Records Officer, Cabuyao City
9. Aileen L. Lapitan  
   Records Officer, Calamba City
10. Geraldine Samaniego  
    Records Officer, Cavite City
11. Melecio Pedron  
    Records Officer, Cavite Province
12. Micah O. Salimbo  
    Records Officer, Dasmarinas City
13. Isabel A. Cubcubin  
    Records Officer, General Trias City
14. Rosa Irma B. Geda  
    Records Officer, Imus City
15. Marlene T. Pabico  
    Records Officer, Laguna Province
16. Marianne P. Diesta  
    Records Officer, Lipa City
17. Erwin M. Montes  
    Records Officer, Lucena City
18. Sherelyn O. Pardilla  
    Records Officer, Quezon Province
19. Janette S. Rivera  
    Records Officer, Rizal Province
20. Nadeline Anne P. De Guzman  
    Records Officer, San Pablo City
21. Amor M. Dela Cruz  
    Records-In-Charge, San Pedro City
22. Anne Maramba  
    Records Officer, Santa Rosa
23. Jean Olea Alcano  
    Records Officer, Tanauan City
24. Jeanette M. Buera  
    Records Officer, Tayabas City