



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



13 June 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 (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

asd/jsp



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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. Salimbao | Records Officer, Dasmariñas 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 |