



TANGAPAN NG KALIHIM
(Office of the Secretary)

REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
UL Complex, Meralco Avenue
Pasig City, Philippines



February 26, 1998

DECS MEMORANDUM
No. 80, s. 1999

NATIONAL SEMINAR WORKSHOP ON RECORDS MANAGEMENT

To: Bureau Directors
Regional Directors
Secretary, DECS ARMM
Directors of Services/Centers and Heads of Units
Schools Superintendents

1. The Records Division, Administrative Service, DECS, in coordination with the National Educators Academy of the Philippines (NEAP) and the Staff Development Division, HRDS, will conduct a Seminar-Workshop on Records Management on April 11-15, 1999 at NEAP, Teachers Camp, Baguio City.
2. In order to attain a more efficient and effective records management system in the Department, the seminar-workshop aims to: (a) identify problems/issues/concerns related to records management in the division, regional and central offices; (b) introduce uniform and systematic filing system and classification of files in records units and offices; (c) introduce and orient the participants on computer techniques in line with the modernization of all Records Offices of DECS thru the use of database system.
3. Participants to the seminar workshop are records officers, officers-in-charge of records units, records custodian and records clerks of the regional and division offices and bureau/centers/units records officers. Participants are expected to report to the venue in the afternoon of April 11, 1999 for registration and orientation.
4. Registration fee is Three Thousand Five Hundred Pesos (P3,500.00) to cover board and lodging, training kits, T-shirt, honoraria/incentives for resource persons, facilitators and project staff. The registration fee, per diems (before and after the duration of the workshop) and transportation expenses of participants, facilitators and project staff are chargeable against local funds while supplies and materials, travel expenses of the resource speakers and other miscellaneous expenses are chargeable against HRDS Training and Development funds, subject to the usual accounting and auditing rules and regulations.

Tel. No. (632) 638-8638
Tel./Fax. No. (632) 633-7237

5. Participants are requested to fill-up the attached registration form and send to Ms. Violeta N. de Leon, Records Division, DECS Central Office, UL Complex, Meralco Avenue, Pasig City. (Tel. No. 633-7218/Fax No. 633-7236).

6. Immediate dissemination of this memorandum is desired.

Andrew Gonzalez
ANDREW GONZALEZ, FSC
Secretary

Incl.:

As stated

Reference:

DECS Memorandum: No. 439, s. 1997

Allotment: 1—(D.O. 50-97)

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

✓ OFFICIALS
✓ SEMINARS
✓ WORKSHOPS

REGISTRATION FORM

SEMINAR WORKSHOP ON RECORDS MANAGEMENT

Submit the duplicate copy on or before March 25, 1999 to the Records Division,
DECS Central Office, PSC Complex, Meralco Avenue, Pasig City.

Name: _____ Sex: _____ Age: _____
(Print surname, Firstname, Middlename)

Present Position: _____ Nickname: _____ Civil Status: _____

Office/Agency (Print Indicate full mailing Address) _____

Tel. No. _____

Nature of Appointment: Please Check) Permanent Contractual Casual

Educational Attainment: _____

Previous Records Management Training/Seminar Attended	Date	Conducting Agency
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State briefly your present duties and responsibilities: _____

Complete Name of Approving Official : Position : Signature

Note:

* For registration/reservation/inquiries please get in touch with the Records Division at Tel. No. 633 - 72 - 18 (ask for Mrs. Violeta N. de Leon, Records Officer IV, Records Division, PSC Complex, Meralco Avenue, Pasig City)