



JUL 04 2006

DepED MEMORANDUM

No. **253**, s. 2006

SEMINAR-WORKSHOP ON THE DEVELOPMENT OF A DEPED RECORDS
MANAGEMENT OPERATION MANUAL

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services/Centers and Heads of Units
Regional Directors
Schools Division/City Superintendents
Heads, Public Elementary and Secondary Schools

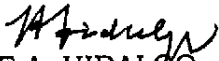
1. In consonance with DepED Memorandum No. 143, s. 2006, the Records Division, Administrative Service, Central Office in coordination with the Technical Committee and Technical Working Group (TWG) of DepED Records Management Operation Manual will conduct a seminar-workshop at DECS-Ecotech Center, Lahug, Cebu City on July 24-26, 2006.
2. The objectives of the seminar-workshop are to:
 - a. inform the participants of the need to develop the DepED Records Management Operation Manual;
 - b. present the 1st Draft of the DepED Records Management Operation Manual;
 - c. aid the participants in establishing a standard records management procedure based on existing policies and rules on records administration; and
 - d. gather data and feedbacks from participants through workshops for inclusion in the manual.
3. Expected participants are Records Officers, Administrative Officers as defined in the DBM Budget Circular 2004-3 dated March 6, 2004, Records Custodians and Personnel involved in handling records in the Central Office, Regional Offices, Divisions, and selected Schools. The number of expected participants is enclosed.
4. A registration fee of Five Thousand Pesos (PhP5,000.00) shall cover expenses for board and lodging, materials and kits, incidental expenses, honoraria/extra duty allowances and other related training expenses. Dinner will be served to participants who will register a day before the scheduled seminar.
5. Registration fee, traveling expenses/transportation expenses, per diem, etc. of participants coming from the regions, divisions, and school levels shall be charged to their respective local funds, while participants coming from the central office shall be charged to OSEC funds subject to the usual accounting and auditing rules and regulations.

6. Expenses incurred by the Technical Committee, Technical Working Group and Resource Speakers shall be charged to OSEC funds except traveling, per diem and incidental expenses of the Regional Technical Working Group shall be charged to their local funds subject to the usual accounting and auditing rules and regulations.

7. Members of the Secretariat shall be considered participants and shall pay the registration fee.

8. Participants are requested to confirm their participation by accomplishing the enclosed confirmation sheet and submit/fax to the Records Division, Central Office, before the scheduled seminar at telefax no. tel. no. (02) 633-7218.

9. Immediate and wide dissemination of this Memorandum is desired.


FE A. HIDALGO
Undersecretary
Officer-in-Charge 3

Encl.:

As stated

Reference:

DepED Memorandum: (No. 143, s. 2006)

Allotment: 1- -(D.O. 50-97)

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

OFFICIALS
SEMINARS
WORKSHOPS

Number of Expected Participants in the Regional office, Division and school Levels

REGION I

Region 1
Division 13
Schools
High School Level 3
Elementary Level 3

REGION II

Region 1
Division 6
Schools
High School Level 3
Elementary Level 3

REGION III

Region 1
Division 17
Schools
High School Level 3
Elementary Level 3

REGION IV-A

Region 1
Division 14
Schools
High School Level 3
Elementary Level 3

REGION IV-B

Region 1
Division 5
Schools
High School Level 3
Elementary Level 3

REGION V

Region 1
Division 13
Schools
High School Level 3
Elementary Level 3

REGION VI

Region 1
Division 17
Schools
High School Level 3
Elementary Level 3

NCR

Region 1
Division 14
Schools
High School Level 3
Elementary Level 3

REGION VII

Region 1
Division 15
Schools
High School Level 3
Elementary Level 3

REGION VIII

Region 1
Division 10
Schools
High School Level 3
Elementary Level 3

REGION IX

Region 1
Division 8
Schools
High School Level 3
Elementary Level 3

REGION X

Region 1
Division 12
Schools
High School Level 3
Elementary Level 3

REGION XI

Region 1
Division 9
Schools
High School Level 3
Elementary Level 3

REGION XII

Region 1
Division 9
Schools
High School Level 3
Elementary Level 3

CAR

Region 1
Division 7
Schools
High School Level 3
Elementary Level 3

CARAGA

Region 1
Division 8
Schools
High School Level 3
Elementary Level 3

**SEMINAR-WORKSHOP ON DEVELOPMENT OF A DEPED
RECORDS MANAGEMENT OPERATIONAL MANUAL**

CONFIRMATION SHEETS

NAME: _____ SEX: _____ AGE: _____

NICKNAME: _____ CIVIL STATUS: _____

HOME ADDRESS: _____
Tel No. _____

PRESENT POSITION: _____

NATURE OF APPOINTMENT: (Please, Check)

_____ Permanent _____ Contractual _____ Casual

EDUCATIONAL ATTAINMENT: _____