



Tanggapan ng Kalihim
Office of the Secretary

AUG 07 2007

DepED MEMORANDUM
No. 315 s. 2007

**ORIENTATION ON THE USE OF THE RECORDS MANAGEMENT OPERATIONS MANUAL
AND STANDARD PROCEDURES ON THE PROCESSING OF CERTIFICATION,
AUTHENTICATION AND VERIFICATION (CAV) OF SCHOOL RECORDS**

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. The Records Division, Administrative Service, this Department, in coordination with the Technical Committee and Technical Working Group on the Development of Records Management Operations Manual and the National Task Force on Certification, Authentication and Verification (CAV) of Elementary and Secondary Education Diploma and Official Transcript of Records as per DepED Memorandum No. 143, s. 2006 and DepED Memorandum No. 53, s. 2007 respectively, will conduct an Orientation on the Use of the Records Management Operations Manual of the Department of Education and Standard Procedures on the Processing of Certification, Authentication and Verification (CAV) of School Records by cluster on the following dates and venues:

| Cluster | Dates | Venue |
|--|-----------------------|--------------------------------|
| Cluster I (Regions VI, VII, VIII) | September 26-28, 2007 | Tagbilaran City, Bohol |
| Cluster II (Regions X, XI, CARAGA) | October 10-12, 2007 | Butuan City |
| Cluster III (Regions IV-A, IV-B, V, NCR, Central Office) | October 24-26, 2007 | Marikina City |
| Cluster IV (Regions IX, XII and ARMM) | November 7-9, 2007 | General Santos City |
| Cluster V (Regions I, II, III, CAR, Central Office) | November 14-16, 2007 | Teacher's Camp, Baguio City |

2. The orientation aims to:
- implement standard procedures on records management;
 - orient the Records Officers/Handlers/Custodians on:
 - the uniform and proper procedure in handling communications/documents;
 - their duties and responsibilities;
 - a uniform file classification guide for the Records Office;
 - the proper disposition of records; and
 - the security of records.

c. disseminate the new standard procedures on the processing of Certification, Authentication and Verification (CAV) of school records.

3. Expected participants are Schools Division Superintendents, Assistant Schools Division Superintendents, Records Officers, Administrative Officers as defined in the DBM Budget Circular 2004-3 dated March 6, 2004, School Registrars or School Heads, Records Custodians, and Clerks, Secretaries and personnel involved in handling records, and processing/releasing of Certification, Authentication and Verification (CAV).

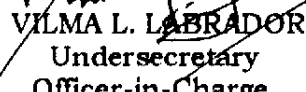
4. A registration fee of Five Thousand Pesos (PhP5,000.00) shall cover expenses for board and lodging, kits, incidental expenses, honoraria/extra duty allowances and other related training expenses.

5. The members of the Secretariat shall be considered participants and shall pay the registration fee in full.

6. Registration fee, travelling expenses/transportation expenses, per diems, 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 their respective Office funds subject to the usual accounting and auditing rules and regulations.

7. Participants are requested to confirm their participation by accomplishing the enclosed confirmation sheet and submit/fax to the Records Division, Administrative Service, DepED Central Office, Pasig City before the scheduled seminar at telefax no. (02) 633-72-18. For more information and details, please contact said Office at tel. no. (02) 687-1449.

8. Immediate dissemination of this Memorandum is desired.


VILMA L. LABRADOR
Undersecretary
Officer-in-Charge

References: DepED Memorandum: (Nos. 143, s. 2006 and 53, s. 2007)

Allotment: 1—(D.O. 50-97)

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

SEMINARS
RECORDS
RULES & REGULATIONS
SCHOOLS

Sally - CAV
August 3, 2007