



Republic of the Philippines
Department of Education



AUG 23 2007

DepED MEMORANDUM
No. **338** s. 2007

ADDENDA TO DEPED MEMORANDUM NO. 315, S. 2007
(Orientation on the Use of the Records Operations Manual and Standard
Procedures on the Processing of Certification, Authentication
and Verification (CAV) of School Records)

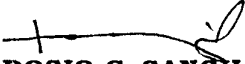
To: Undersecretaries
Assistant Secretaries
Bureau Directors
Regional Directors
Directors of Services/Centers and Heads of Units
Schools Division/City Superintendents
Heads, Public-Elementary and Secondary Schools

1. The following are addenda to DepED Memorandum No. 315, s. 2007:

A. Venue

Cluster	Schedule	Venue
Cluster I (Regions VI, VII, VIII)	September 26-28, 2007	Bohol Plaza Resort and Restaurant, Panglao Island, Dayo Hill, Mayacabac, Dauis, Bohol
Cluster II (Regions X, XI, CARAGA)	October 10-12, 2007	Balanghai Hotel and Convention Center, Brgy. Daongan, Butuan City
Cluster III (Regions IV-A, VI-B, V, NCR Central Office)	October 24-26, 2007	Marikina Hotel, Pio del Pilar St., corner Tangerine St., SSS Village, Concepcion II, Marikina City
Cluster IV (Regions IX, XII and ARMM)	November 7-9, 2007	Phela Grande Hotel Magsaysay Avenue, Atis St., General Santos City
Cluster V (Regions I, II, III, CAR, Central Office)	November 14-16, 2007	Teachers Camp, Baguio City

- B. This is a three (3) day live-in orientation. Dinner will be served to the participants who will register one day before the orientation. Breakfast, lunch, dinner, morning and afternoon snacks will be served during the duration of the activity. The orientation will end on the third (3rd) day at 3:00 pm. Overnight stay at the venue on the 3rd day of the orientation shall be on the personal account of the participants.
- C. The Records Manual Technical Working Group (TWG) and selected members of the National Task Force on CAV together with the working committees and Secretariat are authorized to travel one day before the opening day of the orientation.
- D. Traveling expenses, per diem and other contingent expenses of the members of the Technical Working Group (TWG)/Advisers of the Records Manual, selected members of the National Task Force on CAV and Secretariat from the Central Office and RMAO consultants shall be charged to OSEC funds subject to the usual accounting and auditing rules and regulations.
- E. Traveling expenses, per diem and other contingent expenses of Regional TWG of the Records Manual, selected regional members of the National Task Force on CAV and Regional Secretariat shall be charged to their local funds.
- F. In case of payment of registration fee through check, it should be made payable to: "Department of Education, Records Division".
2. Immediate dissemination of this Memorandum is desired.


TEODOSIO C. SANGIL, JR.
Undersecretary
Officer-in-Charge

Reference: DepED Memorandum: (No. 315, s. 2007)

Allotment: 1—(D.O. 50-97)

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

SEMINARS
RECORDS
RULES & REGULATIONS
SCHOOLS