



Republic of the Philippines
Department of Education



462-3

DepED MEMORANDUM
No. **183**, s. 2008

APR 10 2008

SEMINAR-WORKSHOP ON RECORDS AND INFORMATION MANAGEMENT

To : Bureau Directors
Regional Directors
Schools Division/City Superintendents

1. The Staff Development Division-Human Resource Development Service (SDD-HRDS) will conduct a 3-day Seminar-Workshop on Records and Information Management for Non-Teaching Personnel on the following dates and venues:

Regions	Dates	Venue
CAR, I,II and III	July 8-10, 2008	Within the area of Tagaytay City
IV-A, IV-B, V and NCR	July 22-24, 2008	NEAP, Teachers Camp, Baguio City
VI, VII, VIII and IX	August 5-7, 2008	Ecotech Center, Cebu City
X, XI, XII and CARAGA	August 19-21, 2008	RELC, Cagayan de Oro City

2. The seminar-workshop aims to improve the technical skills of non-teaching personnel for safekeeping and management of records and information vis-à-vis the internal and external operations of the regions and divisions.


3. The participants to the training are non-teaching personnel of the Department of Education. They should be responsible for safekeeping and management of record and vital information of the regions and divisions. Participants should hold permanent appointments. Each region will send 20 participants to ensure that all divisions are represented.

4. List of confirmed participants per region must be submitted through fax one week before the start of each training to SDD-HRDS DepED Central Office, Meralco Avenue, Pasig City and addressed to Ms. Zaida T. Azcueta, Chief, Staff Development Division, HRDS. For clarifications and questions, please contact Mr. Ariel C. Dagar at tel. nos. (02) 633-7237/638-8638.

5. Participants are expected to be at the venue at 5:00 pm on Day 0 (a day before the training proper). First meal will be dinner of Day 0.

6. Travel and per diem of participants are chargeable against local funds while board and lodging expenses, travel and per diem of facilitators and resource persons, training package cost, supplies, function room rental, extra duty allowance of facilitators and project staff, honoraria of external resource persons and contingency funds are chargeable against HRTD (Human Resources Training and Development), subject to the usual accounting and auditing rules and regulations.

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


RAMON C. BACANI
Undersecretary
Officer-in-Charge

Reference: None

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

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

EMPLOYEES
SEMINARS
WORKSHOPS

Sally/Records Management
03-19-08