



**Tanggapan ng Kalihim**  
*Office of the Secretary*

FEB 11 2009

DepED MEMORANDUM  
No. 50, s. 2009

**SEMINAR-WORKSHOP ON RECORDS INFORMATION MANAGEMENT SYSTEM  
FOR RECORDS OFFICERS AND OFFICE PERSONNEL**

To: Bureau Directors  
Directors of Services/Centers and Heads of Units  
Regional Directors  
Schools Division/City Superintendents

1. The Staff Development Division-Human Resource Development Service (SDD-HRDS) in coordination with the Records Division, will conduct a 3-day Seminar-Workshop on Records Information Management System for Records Officers and Office Personnel. Please see enclosure for the dates and venues.
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, divisions and Central Office.
3. The participants to the training are non-teaching personnel of the Department of Education, such as Records Officers and Office-Based Personnel who are responsible for safekeeping and management of records and vital information of the regions, divisions and Central Office. Participants should hold permanent appointments. Each region will send fifteen (15) participants to ensure that all divisions are represented.
4. List of confirmed participants per region must be submitted through fax one (1) week before the start of each training to SDD-HRDS, DepED Central Office, Meralco Avenue, Pasig City and addressed to Ms. Nerissa Losaria, Assistant Chief, Officer-in-Charge, Staff Development Division, HRDS. For further clarifications and questions, please contact Ms. Ma. Elena B. Deacosta at telefax nos. 633-7237/638-8638.
5. Participants are expected to be at the venue at 5:00 p.m. on Day 0 (a day before the training proper). First meal will be dinner of Day 0.
6. Transportation and per diem (before and after the training) and other allowable expenses of participants are chargeable against the funds of the office concerned or local funds. Board and lodging of participants and staff as well as transportation, per diem (before and after the training), honoraria of resource



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persons, training staff and facilitators and other incidental expenses of the training are chargeable against HRTD (Human Resources Training and Development) Funds subject to the usual accounting and auditing rules and regulations.

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



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

Encl.: As stated

Reference: DepED Memorandum: No. 183, s. 2008

Allotment: 1—(D.O. 50-97)

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

EMPLOYEES  
SEMINARS  
WORKSHOPS

Sally: seminar-workshop on records officers and office personnel  
February 9, 2009

**Enclosure to DepED Memorandum No. 50, s. 2009**

<b>REGIONS</b>	<b>DATES</b>	<b>VENUE</b>	<b>LEVEL OF PARTICIPANTS</b>
CAR, I, II, III, V, IV-B and NCR	August 4-6, 2009	Tagaytay City	Record Officers
IV-A, VI, VII, VIII and CO	August 18-20, 2009	Cebu City	Record Officers
IX, X, XI, XII, CARAGA and ARMM	August 25-27, 2009	Zamboanga City	Record Officers

CAR, I, II, III, V, IV-B and NCR	September 8-10, 2009	Pagsanjan, Laguna	Office-Based Personnel In-Charge of Filing and Record Safekeeping
IV-A, VI, VII, VIII and CO	September 15-17, 2009	Tacloban City	Office-Based Personnel In-Charge of Filing and Record Safekeeping
IX, X, XI, XII, CARAGA and ARMM	September 29-October 1, 2009	Davao City	Office-Based Personnel In-Charge of Filing and Record Safekeeping