



Republic of the Philippines
Department of Education



Office of the Secretary

MAR 20 2009

DepED MEMORANDUM

No. **112**, s. 2009

**FIRST NATIONAL CONVENTION OF RECORDS OFFICERS, RECORDS
CUSTODIANS AND RECORDS HANDLERS**

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

1. The Department of Education (DepED) through the Records Division, Administrative Service will conduct a 3-Day National Convention to be held on May 19-21, 2009 at Teachers Camp, Baguio City with the theme "Reinforcing Frontline Services in Bringing About Changes in the Department".

2. The objectives of this program are to:

- a. integrate awareness on the vital roles of Records Officers/Records Custodians and other personnel in-charge of records for being in the frontline service;
- b. promote awareness on the importance, proper handling and protection of vital and legal documents;
- c. give emphasis on the use of the New Standard Classification Scheme/Guide and Disposition Schedules for the Department;
- d. give emphasis on the importance of Security, Access and Disclosure of official records;
- e. orient participants on the procedures on records disposal based on the new IRR of Republic Act No. 9470; and
- f. enhance self-awareness and sense of value in becoming an agent of change.

3. Participants to this program are Records Officers, Records Custodians, Administrative Officers, Clerks and personnel involved in handling records.

4. A registration fee of Four Thousand Five Hundred Pesos (P4,500.00) shall be charged each of the participants and Working Committees to cover expenses for board and lodging, kits and honoraria of resource speakers and Working Committees and other related training expenses.

5. Traveling expenses/transportation expenses, registration fee, per diems etc. of participants, Working Committees and members of the Secretariat shall be charged to their respective office funds, while transportation expenses and per diem of Resource Speakers shall be charged to OSEC Funds subject to the usual

accounting and auditing rules and regulations. First meal shall be served dinner of May 18, 2009 and last meal is dinner of May 21, 2009. Those who wish to overstay shall make necessary arrangement with the management of Teachers Camp on their own personal account.

6. Facilitators, Working Committees and members of the Secretariat are authorized to travel one day before the opening day of the convention.

7. For details, reservation and confirmation of attendance, please fill up the enclosed confirmation sheet and send/fax to the Records Division, Administrative Service, DepED Central Office, Pasig City before the scheduled seminar at telefax nos. (02) 633-72-18 or 687-14-49.

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



JESLI A. LAPUS
Secretary

Reference:

None

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

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

CONVENTIONS
EMPLOYEES
PROGRAMS

Maricar/DM-Records Convention
02-19-09

**1st NATIONAL CONVENTION OF RECORDS OFFICERS, RECORDS
CUSTODIANS AND RECORDS HANDLERS**

CONFIRMATION SHEET

This is to confirm my attendance to the 3-Day 1st National Convention of Records Officers, Records Custodians and Records Handlers on May 19-21, 2009, Teachers Camp, Baguio City.

NAME: _____ GENDER: _____ AGE: _____

NICKNAME: _____ CIVIL STATUS: _____

HOME ADDRESS: _____

CONTACT NUMBERS _____

DESIGNATION: _____ REGION: _____

OFFICE/DIVISION/SCHOOL _____

Please fax or mail this confirmation sheet on or before May 14, 2009.

For inquiries contact the Records Division at:

Telephone No. 687-1449 or Telefax No. 633-7218.

Approved by:

Printed Name and Signature of Head of Office

Designation

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