

*Office of the Secretary*


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**OCT 21 2003**

DepED MEMORANDUM  
No. **415**, s. 2003

**NATIONAL SEMINAR ON RECORDS MANAGEMENT**

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

1. The Records Division, Administrative Service, DepED Central Office, in coordination with the National Educators Academy of the Philippines (NEAP) and the Staff Development Division, HRDS will conduct a National Seminar on DepED Records Management on December 2-4, 2003 at Teachers Camp, Baguio City.
2. This training program aims to achieve the following objectives:
  - a. to be more aware on the importance of records management in the day-to-day operation of an organization;
  - b. to be able to establish a systematic and effective control over the creation, maintenance and disposition of records in accordance with existing rules;
  - c. to be able to define the roles and responsibilities of a Records Custodian; and
  - d. to introduce uniform and systematic filing system classification of files in records units and offices.
3. Participants to the seminar are Records Officers, Records Custodians, Administrative Officers, Supply Officers, Secretaries and other personnel involved in handling records in their respective office/school/division/region. Each region is to send 12 participants.
4. A registration fee of Four Thousand Five Hundred Pesos (PhP4,500.00) shall be charged each participant to cover expenses for board/lodging, materials, bags, honoraria/incentives of Resource Speakers/Facilitators chargeable against local funds.
5. Participants are expected to be at the venue on the afternoon of December 1, 2003 for registration/billeting. However, those who desire to register prior to the seminar or for further inquiries, please contact Ms. Nanette R. Mamoransing, Records Officer V, DepED Central Office, Meralco Avenue, Pasig City at tel. no. 633-72-18 or thru mobile no. 0917-6908462. 

6. Enclosed is the confirmation sheet to be accomplished in order to determine the number of participants and to be submitted/faxed to the Records Division Central Office not later than November 14, 2003 at telefax no. 633-72-18.

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

  
EDILBERTO C. DE JESUS  
Secretary

MPPD, DM National Seminar on Records Management  
10-21-03  
Retype by: Sheila  
Computer Used: Adams

Encl.:

As stated

Reference:

DECS Memorandum No. 80, s. 1999

Allotment: 1—(D.O. 50-97)

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

CONVENTIONS  
OFFICIALS  
SEMINARS  
WORKSHOPS

**THREE-DAY NATIONAL SEMINAR ON DEPARTMENT OF EDUCATION  
RECORDS MANAGEMENT**

**CONFIRMATION SHEET**

This is to confirm my attendance to the National Seminar on DEP-ED Records Management on December 2-4, 2003.

NAME: \_\_\_\_\_ SEX: \_\_\_\_\_ AGE: \_\_\_\_\_  
Surname First Name Middle Name

NICKNAME: \_\_\_\_\_ CIVIL STATUS: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_  
Tel No. \_\_\_\_\_

OFFICE/SCHOOL ADDRESS: \_\_\_\_\_  
Tel No. \_\_\_\_\_

PRESENT POSITION \_\_\_\_\_

NATURE OF APPOINTMENT: (Please Check)

\_\_\_\_\_ Payment \_\_\_\_\_ Contractual \_\_\_\_\_ Casual

EDUCATIONAL ATTAINMENT: \_\_\_\_\_

**PREVIOUS RECORDS MANAGEMENT**

<u>TRAINING/SEMINAR ATTENDED</u> (Please use another sheet if necessary)	<u>DATE</u>	<u>CONDUCTED BY</u>

COMPLETE NAME APPROVING OFFICIAL: \_\_\_\_\_ POSITION \_\_\_\_\_ SIGNATURE \_\_\_\_\_