



DepEd MEMORANDUM
No. **195**, s. 2011

AUG 24 2011

TRAINING OF TRAINORS ON THE IMPLEMENTATION OF RECORDS MANAGEMENT OPERATIONS MANUAL

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

1. The Department of Education (DepEd) through the Staff Development Division-Human Resource Development Service (SDD-HRDS) in coordination with the Records Division-Administrative Service (RD-AS) will conduct the **Training of Trainors on the Implementation of Records Management Operations Manual** for the regional and division levels. This training is part of decentralizing training programs to the region and division levels. The schedule, venue and number of participants per region and division are enclosed.

2. The Training of Trainors aims to:

- a. train and orient potential trainors on the use of the Records Management Operations Manual to have clear definition and uniform/standard procedures and policies in the management and safekeeping of records, vis-à-vis the internal and external operations of all offices, including the school level;
- b. know the basic principles of records management system; and
- c. define the roles and responsibilities of the personnel handling and safekeeping the records.

3. The participants to this activity are non-teaching personnel of the DepEd, such as records officers, records custodians and office-based personnel who are responsible for safekeeping and management of records and vital information of the regions, divisions and the Central Office.

4. The transportation and per diem (before and after the training) and other allowable expenses of the participants are chargeable to the funds of the office concerned or local funds. The board and lodging of participants, resource persons, facilitators and project staff as well as transportation expenses, per diem (before and after the training), honoraria of resource persons and contingency funds during the trainors training, and other incidental expenses of the training are chargeable to Human Resources Training and Development (HRTD) Funds subject to the usual accounting and auditing rules and regulations.



5. All concerned shall submit the list of participants of their respective regions a week before the start of the training proper to SDD-HRDS, DepEd Central Office, Meralco Avenue, Pasig City and addressed to **Ms. Nerissa L. Losaria**, Chief, SDD-HRDS. For further clarifications and questions, please contact **Ms. Maria Fe Moncada**, SDD-HRDS at telefax nos.: (02) 633-72-37; (02) 638-86-38 or **Ms. Rose Moscoso**, Records Division (RD-AS) at telephone no.: (02) 633-72-18.

6. Immediate dissemination of this Memorandum is desired.



BR. ARMIN A. LUISTRO FSC
Secretary

Encl.:

As stated

Reference:

None

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

EMPLOYEES
OFFICIALS
MANUALS
TRAINING PROGRAMS

SCHEDULE, VENUE AND NUMBER OF PARTICIPANTS
(Region and Division Level))

REGION	NO. OF PAX*	VENUE	DATE
CAR	12	DAP, Tagaytay City	Sept. 27-29, 2011
NCR	24		
I	19		
II	11		
Resource Persons	8		
Staff/Facilitators	6		
TOTAL	80		

REGION	NO. OF PAX*	DATE	VENUE
III	21	DAP, Tagaytay City	Oct. 11-13, 2011
IV-A	23		
IV-B	13		
V	19		
Resource Persons	8		
Staff/Facilitators	6		
TOTAL	90		

REGION	NO. OF PAX*	DATE	VENUE
VI	22	ECOTECH, Cebu City	Oct. 25-27, 2011
VII	19		
VIII	19		
IX	15		
Resource Persons	8		
Staff/Facilitators	6		
TOTAL	89		

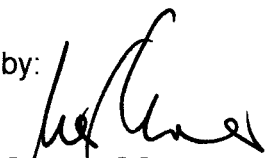
REGION	NO. OF PAX*	DATE	VENUE
X	14	NEAP-RELC, Davao City	Nov. 8-10, 2011
XI	16		
XII	13		
CARGA	15		
ARMM	13		
Resource Persons	8		
Staff/Facilitators	6		
TOTAL	85		

- (*) Data from the Region and Division level

Prepared by:


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Noted by:


NERISSA L. LOSARIA, DEM
Chief, SDD-HRDS