



DepEd Memorandum:
No. **143** s. 2006

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**CREATION OF A TECHNICAL WORKING GROUP (TWG) AND PREPARATION
OF DEPED RECORDS MANAGEMENT OPERATION MANUAL**

**To: Undersecretaries
Assistant Secretaries
Bureau Directors
Regional Directors
Director of Services/Centers & Heads of Units
Schools Division/City Superintendents
Heads, Public Elementary & Secondary Schools**

1. In pursuant to Rule 2.6 Article III of DECS Order No. 13-B series 1988 (Rules and Regulations Governing the Coordination of Records Management and Archives Functions) published on page 2590, Vo. 84, No. 19 of the Official Gazette, each government agency shall develop and maintain a Records Management Operations Manual. This Manual shall contain the functions, organizational chart of the records unit, policies and standard operating procedures on records management activities.
2. In view thereof, a Technical Committee and Technical Working Group (TWG) for the preparation of said Manual are hereby created composed of the following:

Technical Committee

Chairman	-	Usec Ramon C. Bacani Undersecretary
Co-Chairman	-	Usec Franklin C. Sunga Undersecretary
Vice chairman (Administration)	-	Asec Jesus G. Galvan Assistant Secretary
TWG Coordinator	-	Dir. Maximo C. Aljibe, Ph. D., CESO IV Director III, Administrative Service

TECHNICAL WORKING GROUP (TWG)

Members:

1. Nnette R. Mamoransing - Chief Administrative Officer
2. Ernesto M. Sayo - Supervising Administrative Officer – Central Office
3. Anita Lardero - Supervising Administrative Officer - NCR
4. Fe Esperanza E. Blas - Administrative Officer V, Region III
5. Nimfa G. Beltran - Administrative Officer V, Region VIII
6. Ellen Detalo - Administrative Officer V, CARAGA
7. Evelyn Tadifa - Administrative Officer V, Region I
8. Geronima Nadela - Administrative Officer V, CAR
9. Nestor T. Valles - Administrative Officer I, Central Office
10. Rose Marie D. Moscoso - Administrative Officer I, Central Office
11. Josephine Cruz - Principal, Rizal National High School

Legal Advisers

- **Atty. Macur Marohombsar**
Chief, Legal Division
- **Atty. Domingo Alidon**
Legal Officer III
President, DepEd Employees Union
- **Atty. Luis Lao, Jr.**
Legal Officer III
DepEd NCR

Two (2) Records Management and Archives Office Consultants

3. The Technical Working Group (TWG) shall be in-charge of the preparation of the DepEd Records Management Operation Manual and the 1st drafting of the said manual shall be conducted on May 3-6, 2006 at Tagaytay City. Subsequently, a seminar-workshop will be conducted to review/critic/evaluate etc. the 1st draft of the Manual. The Technical committee shall then review the draft manual and recommend its approval to the Secretary.
4. An annotated outline of the Manual shall be prepared by the Technical Working Group (TWG) and presented to the Technical Committee prior to the drafting workshop.
5. To provide secretariat support to the Technical Committee and Technical Working Group (TWG), the Records Division, Administrative Service, Central Office shall designate personnel to constitute the Technical Working Group (TWG) secretariat.
6. All expenses incurred by the Technical Committee, Technical Working Group (TWG) and the Secretariat like board and lodging, Honoraria, Extra Essential Services, supplies & materials, other incidental expenses and traveling expenses shall be charged against OSEC funds subject to the usual accounting and auditing rules and regulations while traveling expenses of the Regional TWG members shall be charged against their local funds.
7. Immediate dissemination of this Memorandum is desired.

R. C. Bacani
RAMON C. BACANI
Undersecretary
Officer-In-Charge

Reference: DECS Order: (No. 13-B s. 1988)

Allotment: 1 – (D.O. 50-97)

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

COMMITTEES	MANUALS
OFFICIALS	WORKSHOPS