



Republic of the Philippines  
**Department of Education**

28 OCT 2016

DepEd MEMORANDUM  
No. **180**, s. 2016

**ONE DAY LIVE-OUT SEMINAR-WORKSHOP ON NATIONAL  
INVENTORY OF RECORDS**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
All Others Concerned

1. The Department of Education (DepEd), through the Administrative Service-Records Division, will conduct a **One Day Live-Out Seminar-Workshop on National Inventory of Records** on November 10, 2016 at the Chardonnay by Astoria, 352 Capt. Henry P. Javier, Pasig City. This is pursuant to the Republic Act No. 9470, otherwise known as *National Archives of the Philippines (NAP) Act of 2007* and in consonance with the NAP General Circular No. 4, dated November 28, 2012 entitled *Guidelines on the National Inventory of Public Records* and DepEd Memorandum No. 133, s. 2016 entitled *National Inventory of Public Records*.
2. The objectives of the seminar-workshop are to:
  - a. orient the concerned records officers and designated records custodians on the NAP General Circular No. 4;
  - b. create a list of record holdings;
  - c. gather information on an agency's record management profile, including information about its records officers or custodians, like contact numbers and those who would determine accountability in ensuring that the full range of records documenting the affairs of the government are maintained and preserved;
  - d. identify government employees accountable or responsible for records management; and
  - e. standardize government records management systems.
3. Participants required to attend to this activity **on official business** are the following:
  - a. Records Officers from Records Division, DepEd Central Office;
  - b. Records Officers from the Regional Office; and
  - c. Records Custodians **or** the alternates designated in each office of the Central Office whose names were officially submitted to the Administrative Service-Records Division, DepEd Central Office.
4. Attendance of the records officers is a must. No substitutes in behalf of the original participants shall be allowed. Allocation of participants from the central and regional offices is provided in Enclosure Nos. 1 and 2, respectively.

5. Participants are advised to be at the venue before 8:00 a.m. of **November 10, 2016** for registration. The Activity shall start at exactly 8:00 a.m. and ends at 5:00 p.m. Further, they are required to bring a copy of the accomplished inventory of records, which they submitted to NAP for the workshop.

6. Members of the Secretariat are also considered as participants. For confirmation of attendance, participants are requested to fill up the registration form provided in Enclosure No. 3, and send it through email: [deped.records@gmail.com](mailto:deped.records@gmail.com) on or before **October 30, 2016**.

7. Allowable expenses for the meals and venue of the said activity shall be charged to the National Inventory Fund of NAP, while expenses for the supplies and materials shall be charged to DepEd OSec Funds. Travel allowance, board and lodging before and after the seminar, and other incidental expenses of the participants shall be charged to local funds, subject to the usual accounting and auditing rules and regulations.

8. For more information, all concerned may contact either **Ms. Rosemarie D. Moscoso** or **Ms. Alma D. Apanay** of the Administrative Service-Records Division, Department of Education (DepEd) Central Office, Ground Floor, Teodora Alonzo Building, DepEd Complex, Meralco Avenue, Pasig City at telephone nos. (02) 687-1449; (02) 633-7218.

9. Immediate dissemination of this Memorandum is desired.

  
**LEONOR MAGTOLIS BRIONES**  
Secretary

Encls.:  
As stated

Reference:  
DepEd Memorandum (No. 133, s. 2016)

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

|                     |           |           |
|---------------------|-----------|-----------|
| BUREAUS AND OFFICES | OFFICIALS | SEMINARS  |
| EMPLOYEES           | RECORDS   | WORKSHOPS |
| INVENTORY           |           |           |

**LIST OF PARTICIPANTS FROM CENTRAL OFFICE**  
**November 10, 2016**

|    | <b>Office</b>   | <b>No. of Participants</b> |
|----|---|----------------------------|
| 1  | Office of the Secretary-Proper  | 1                          |
| 2  | Office of Chief of Staff  | 1                          |
| 3  | Executive Committee   | 15 (1 per Execom office)   |
| 4  | Internal Audit Service- Office of the Director                            | 1                          |
| 5  | Management Audit Division   | 1                          |
| 6  | Operations Audit Division   | 1                          |
| 7  | Teacher Education Council Secretariat                                     | 1                          |
| 8  | Planning Service- Office of the Director                                  | 1                          |
| 9  | Planning, Research and Development Division (PRDD)                        | 1                          |
| 10 | Planning and Programming Division   | 1                          |
| 11 | Education Management Information System Division                          | 1                          |
| 12 | Public Affairs Service- Office of the Director                            | 1                          |
| 13 | Communication Division  | 1                          |
| 14 | Publication Division  | 1                          |
| 15 | Information and Communications Technology Service- Office of the Director | 1                          |
| 16 | Solutions Development Division  | 1                          |
| 17 | Technology Infrastructure Division  | 1                          |
| 18 | User Support Division   | 1                          |
| 19 | External Partnership Service  | 1                          |
| 20 | Bureau of Curriculum Development- Office of the Director                  | 1                          |
| 21 | Curriculum Standards Development Division                                 | 1                          |
| 22 | Special Curricular Programs Division                                      | 1                          |
| 23 | Bureau of Learning Delivery- Office of the Director                       | 1                          |
| 24 | Teaching and Learning Division  | 1                          |
| 25 | Student Inclusion Division  | 1                          |
| 26 | Bureau of Education Assessment- Office of the Director                    | 1                          |
| 27 | Education Assessment Division   | 1                          |
| 28 | Education Research Division   | 1                          |
| 29 | Bureau of Learning Resources- Office of the Director                      | 1                          |
| 30 | Learning Resources Production Division                                    | 1                          |
| 31 | Learning Resources Quality Assurance Division                             | 1                          |
| 32 | Literacy Coordinating Council   | 1                          |
| 33 | Bureau of Learner Support Services- Office of the Director                | 1                          |
| 34 | School Health Division  | 1                          |
| 35 | School Sports Division  | 1                          |
| 36 | Youth Formation Division  | 1                          |
| 37 | Bureau of of Human Resource and Organizational                            | 1                          |

|    |  |           |
|----|--|-----------|
|    | Development- Office of the Director                                    |           |
| 38 | Employees Welfare Division   | 1         |
| 39 | Human Resource Development Division                                    | 1         |
| 40 | Organization Effectiveness Division                                    | 1         |
| 41 | School Effectiveness Division  | 1         |
| 42 | National Educators Academy of the Philippines - Office of the Director | 1         |
| 43 | Professional Development Division                                      | 1         |
| 44 | Quality Assurance Division   | 1         |
| 45 | Project Management Service- Office of the Director                     | 1         |
| 46 | Project Development Division   | 1         |
| 47 | Project Management Division  | 1         |
| 48 | Disaster Risk Reduction and Management Service                         | 1         |
| 49 | Legal Service-Office of the Director                                   | 1         |
| 50 | Investigation Division   | 1         |
| 51 | Legal Division   | 1         |
| 52 | DLSS   | 1         |
| 53 | Sites Titling  | 1         |
| 54 | Finance Service- Office of the Director                                | 1         |
| 55 | Accounting Division  | 1         |
| 56 | Budget Division  | 1         |
| 57 | Employee Account Management Division                                   | 1         |
| 58 | Administrative Service- Office of the Director                         | 2         |
| 59 | Asset Management Division  | 1         |
| 60 | Cash Division  | 1         |
| 61 | Education Facilities Division  | 1         |
| 62 | General Services Division  | 1         |
| 63 | Personnel Division   | 1         |
| 64 | Records Division   | 6         |
| 65 | Baguio Teachers Camp   | 1         |
| 66 | Procurement Service- Office of the Director                            | 1         |
| 67 | Procurement Planning and Management Division                           | 1         |
| 68 | Contract Management Division   | 1         |
| 69 | Secretariat  | 6         |
|    | <b>TOTAL</b>   | <b>94</b> |

(Enclosure No. 2 to DepEd Memorandum No. **180**, s. 2016)

**LIT OF PARTICIPANTS FROM THE REGION**  
**November 10, 2016**

|    | <b>Region</b> | <b>No. of Participants</b> |
|----|---------------|----------------------------|
| 1  | I             | 1                          |
| 2  | II            | 1                          |
| 3  | III           | 1                          |
| 4  | CALABARZON    | 1                          |
| 5  | MIMAROPA      | 1                          |
| 6  | V             | 1                          |
| 7  | VI            | 1                          |
| 8  | VII           | 1                          |
| 9  | VIII          | 1                          |
| 10 | IX            | 1                          |
| 11 | X             | 1                          |
| 12 | XI            | 1                          |
| 13 | XII           | 1                          |
| 14 | Caraga        | 1                          |
| 15 | CAR           | 1                          |
| 16 | NCR           | 2                          |
| 17 | NIR           | 1                          |
| 18 | ARMM          | 1                          |
|    | <b>TOTAL</b>  | <b>19</b>                  |

(Enclosure No. 3 to DepEd Memorandum No. **180**, s. 2016)

**One Day Live-Out Seminar-Workshop on  
National Inventory of Records  
November 10, 2016**

**REGISTRATION FORM**

---

**Name** : \_\_\_\_\_  
**Position** : \_\_\_\_\_  
**Region** : \_\_\_\_\_  
**Office Tel. No.** : \_\_\_\_\_  
**Email Add.** : \_\_\_\_\_

\_\_\_\_\_  
**Signature**

**One Day Live-Out Seminar-Workshop on  
National Inventory of Records  
November 10, 2016**

**REGISTRATION FORM**

---

**Name** : \_\_\_\_\_  
**Position** : \_\_\_\_\_  
**Region** : \_\_\_\_\_  
**Office Tel. No.** : \_\_\_\_\_  
**Email Add.** : \_\_\_\_\_

\_\_\_\_\_  
**Signature**