



Republic of the Philippines
Department of Education

JUN 11 2012

DepEd MEMORANDUM
No. **99**, s. 2012

**ORIENTATION-SEMINARS ON THE CONDUCT OF THE NATIONAL
INVENTORY OF PUBLIC RECORDS**

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

1. The National Archives of the Philippines (NAP), in cooperation with other government agencies, will hold the **Orientation-Seminars on the Conduct of the National Inventory of Public Records** for two (2) representatives from the Department of Education-Central Office (DepEd-CO) on **June 20, 2012**.

2. In **July 2012**, the first **NAP Team's Visit** will be in Region I to conduct activities in two (2) batches. The **NAP Team's Visits** to different regions include the following activities:

- a. Regionwide Orientation-Seminars on the Conduct of the Regional Inventory of Public Records;
- b. Providing technical assistance and advice on conducting the records inventory; and
- c. Interviewing of the records officers/custodians and other personnel in-charge of record-keeping from various government agencies.

3. The orientation-seminars aim to increase the awareness level of personnel involved in records archiving to understand the conceptual framework of an archival system, to develop the correct attitude to ensure the safety and retrieval of important records, and to educate them on the importance and advantages of having an archival system as noted in Republic Act (RA) No. 9470 entitled *The National Archives of the Philippines Act of 2007*.

4. Exact dates and venues of these activities will be sent to the regions and divisions through an invitation letter from NAP.

5. All regional directors shall recommend two (2) representatives, one participant from the regional office and another one from a division office, who are record officers/custodians, personnel in-charge of record-keeping.

6. The participants' registration fee is free of charge. Their travelling expenses and per diems of representatives from the DepEd-CO shall be charged to OSEC funds, while the regional and division participants' travelling expenses and per diems shall be charged to their respective local funds. All expenses relative to these activities shall be subject to the usual accounting and auditing rules and regulations.

7. For more information, clarifications and inquiries, concerned participants may contact any of the following:

Mr. Ricardo Eugenio or Ms. Janet Francia

National Archives of the Philippines (NAP)

TNL Building, T.M. Kalaw Street, Ermita, Manila

Telephone Nos.: (02) 525-1828; 400-4967; 521-6830; 524-2054

(02)524-2054; 561-7065; 525-2540

Website Address: www.nationalarchives.gov.ph

E-mail Address: phinatarch@yahoo.com

Ms. Rosemarie Moscoso

Records Division

Department of Education (DepEd)

DepEd Complex

Meralco Avenue, Pasig City

Telephone No. (02) 633-7218

8. Immediate dissemination of this Memorandum is desired.



BR. ARMIN A. LUISTRO FSC

Secretary

Reference:

None

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

CONFERENCE

INVENTORY

OFFICIALS

SEMINARS