



JUN 27 2008

DepED MEMORANDUM  
No. **306**, s. 2008

CORRIGENDA TO DEPED MEMORANDUM NO. 183, S. 2008  
(Seminar-Workshop on Records and Information Management)

To: Bureau Directors  
Regional Directors  
Schools Division/City Superintendents

1. The following are corrigenda to DepED Memorandum No. 183, s. 2008, entitled "Seminar-Workshop on Records and Information Management":

- a. The 3-day Seminar-Workshop on Records and Information Management will be conducted by the Staff Development Division, Human Resource Development Service in cooperation with the Records Division, Administrative Service;
- b. The schedule of the seminar-workshop for Regions I, II, III, and CAR has been moved from **July 8-10, 2008 to July 9-11, 2008** to be held within the area of Tagaytay;
- c. The said activity for Regions IV-A, IV-B, V and NCR will be held at San Mateo, Rizal instead of NEAP, Teachers Camp, Baguio City;
- d. The list of confirmed participants per region must be submitted through fax at least one week before the training to SDD, HRDS-DepED Central Office, Meralco Avenue, Pasig City addressed to Ms. Cleofe S. Velasquez-Ocampo, HRMO II, SDD,HRDS. For questions and clarifications, please contact Ms. Susan dela Merced at telefax nos. (02) 633-7237 and (02) 638-8638; and
- e. The list of management staff/facilitators/resource persons is enclosed.

2. All other provisions and stipulations of DepED Memorandum No. 183, s. 2008 remains.

3. Immediate dissemination of this Memorandum is desired.

  
**TEODOSIO C. SANGIL, JR.**  
Undersecretary

Encl.: As stated

Reference: DepED Memorandum: (No. 183, s. 2008)

Allotment: 1- -(D.O. 50-97)

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

CHANGE  
EMPLOYEES

SEMINARS  
WORKSHOPS

**SEMINAR WORKSHOP ON RECORDS AND INFORMATION MANAGEMENT**  
**List of Resource Persons/Facilitators/Management and Support Staff**

<i>CLUSTER</i>	<i>PROJECT COORDINATOR</i>	<i>SPEAKERS</i>	<i>TOPIC</i>	<i>MANAGEMENT STAFF</i>
<b>CLUSTER 1</b> CAR, 1, 11, and 111 July 9 -11, 2008 Tagaytay City	Ms. Nanette R. Mamoransing	Ms. Geronima Nadela Ms. Venecia Maximo Ms. Venecia Maximo Dr. Nimfa Beltran Atty. Domingo Alidon Ms. Anita Lardero	Handling of Incoming & Outgoing Communications Classification and Filing Records Disposition Protecting Legal Documents & Vital Records Security of Records Access to official Records	Ernesto M. Sayo Fe Esperanza Blas Tina Raposa
<b>CLUSTER 2</b> IV-A, IV -B, V & NCR July 22-24, 2008 San Mateo, Rizal	Ms. Nanette R. Mamoransing	Ms. Geronima Nadela Ms. Venecia Maximo Ms. Venecia Maximo Dr. Nimfa Beltran Atty. Domingo Alidon Ms. Anita Lardero	Handling of Incoming & Outgoing Communications Classification and Filing Records Disposition Protecting Legal Documents & Vital Records Security of Records Access to official Records	Ernesto M. Sayo Fe Esperanza Blas Rose Marie Moscoso
<b>CLUSTER 3</b> VI, VII, VIII and IX August 5-7, 2008 Cebu City	Ms. Nanette R. Mamoransing	Ms. Geronima Nadela Ms. Venecia Maximo Ms. Venecia Maximo Dr. Nimfa Beltran Atty. Domingo Alidon Ms. Anita Lardero	Handling of Incoming & Outgoing Communications Classification and Filing Records Disposition Protecting Legal Documents & Vital Records Security of Records Access to official Records	Ernesto M. Sayo Fe Esperanza Blas Alejandro Nera
<b>CLUSTER 4</b> X, XI, XII & CARAGA August 19-21, 2008 Cagayan de Oro City	Ms. Nanette R. Mamoransing	Ms. Geronima Nadela Ms. Venecia Maximo Ms. Venecia Maximo Dr. Nimfa Beltran Atty. Domingo Alidon Ms. Anita Lardero	Handling of Incoming & Outgoing Communications Classification and Filing Records Disposition Protecting Legal Documents & Vital Records Security of Records Access to official Records	Ernesto M. Sayo Fe Esperanza Blas Nestor T. Valles

**Staff Development Division:**

Nerissa L. Losaria - Project Director/Facilitator/Disbursing Officer  
 Cleofe S. Velasquez-Ocampo - Project Manager/Facilitator  
 Dionne C. Tumaliuan- Disbursing Officer  
 Isabelita Acosta - Facilitator/Management Staff  
 Ariel C. Dagar - Facilitator/Management Staff  
 Cecilia Anyayahan - Management Staff  
 Reynier Cruz - Management Staff  
 Noel Dorado -ManagementStaff  
 Cynthia Sabando - Management Staff  
 Arturo Liwanag -Management Staff  
 Susan dela Merced - Management Staff