



Republic of the Philippines  
**Department of Education**  
Region III  
**SCHOOLS DIVISION OF ANGELES CITY**



Office of the Schools Division Superintendent

November 9, 2021

**DIVISION MEMORANDUM**

No. 357 S. 2021

TO: Assistant Schools Division Superintendent  
Chief ES, School Governance and Operations Division  
OIC, -Chief- ES, Curriculum Implementation Division  
Heads of the Public Elementary and Secondary School Heads

**DIVISION WEBINAR ON EFFECTIVE RECORDS MANAGEMENT FOR EFFICIENT ADMINISTRATIVE OPERATIONS**

1. This office through the OSDS- Records Section shall conduct the Division Webinar on Effective Records Management for Efficient Administrative Operations on November 15, 2021; from 8:00 AM to 5:00 PM via Microsoft Teams.
2. Specifically, this activity aims to realize the following objectives;
  - 2.1 discuss the Basic Records Management involving the process of creation; maintenance and use; and disposition of records in relation to ISO Principles;
  - 2.2 orient the participants on the Access and Security of Records relative to the Implementation of Data Privacy Act and Freedom of Information;
  - 2.3 present and re-orient on the implementation of DepEd Order No. 48 s.2017 on the Policy and Procedural Guidelines on the Certification, Authentication and Verification of Basic Education School Records;and
  - 2.4 provide the necessary office supplies in support to efficient Records Management among the functional units in the division and select public schools.
3. Participants are School Heads, Administrative Officers II or Administrative Assistants and Division personnel.
4. Attached is the Indicative Training Matrix for reference and the Technical Working Committee.
5. Expenses relative to the conduct of the program shall be charged against Division MOOE HRTD Funds subject to the usual accounting and auditing rules and regulations.
6. Immediate and wide dissemination and compliance with this Memorandum is earnestly desired.

*[Signature]*  
**MA. IRELYN P. TAMAYO PhD, CESE**  
Assistant Schools Division Superintendent  
Officer -in- Charge  
Office of the Schools Division Superintendent



CN 2021-251  
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**Department of Education**  
 Region III  
 Schools Division of Angeles City

Enclosure No. 1 – Indicative Training Matrix

**Division Webinar on Effective Records Management for Efficient Administrative Operations on November 15, 2021**

Time		No. of Minutes	Topics	Resource Person/Facilitator
8:00am	8:30	30 minutes	Opening Program	HRD Unit
8:30	11:30	3 hours	Basic Records Management	Edna Canlas AO IV
			Access to Official Records and Disclosure (DPA & FOI)	Olivia M. Sibug, AO V, Records Officer DepEd Regional Office
11:30	12:00nn	30 mins	• Open Forum	
1:00pm	4:30 pm	3 hours & 30 minutes	Disposition of Records	Edna Canlas AO IV
			Re-Orientation on DepEd Order No. 48 s.2017 Policy and Procedural Guidelines on the CAV of Basic Education School Records	Olivia M. Sibug, AO V, Records Officer DepEd Regional Office
4:30pm	5:00pm	30 minutes	Open Forum/Closing	

**TECHNICAL WORKING COMMITTEE**

Chairman –	Edna Canlas	Administrative Officer IV
Members		
Program/Moderator	Arcely G. Garcia	SEPS- HRD
Certificates	Vilma T. Enciso	EPS II – HRD
ICT Technical Support	Avenier V. Mendoza	ITO
Attendance and Meals	Abygail Caylao	ADA VI
	Jose Fons Batul	ADA VI



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