



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF EDUCATION  
NATIONAL CAPITAL REGION  
**SCHOOLS DIVISION OFFICE – MARIKINA CITY**

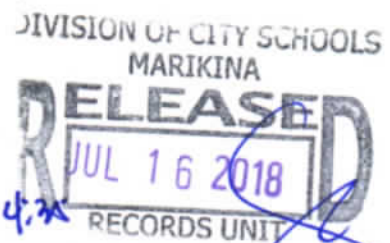
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**MEMORANDUM**

JUL 16 2018

FOR: Chief Education Supervisors, CID and SGOD  
Elementary and Secondary School Principals  
Officer-In-Charge  
Public Schools



FROM:   
**ATTY. CESAR AUGUSTOS E. CEBUJANO**  
Legal Office  
Officer-In-Charge  
Office of the Schools Division Office

SUBJECT: **SEMINAR-WORKSHOP ON BASIC RECORDS MANAGEMENT**

1. The Records Unit, this division, will conduct a *Seminar-Workshop on Records Management* on **August 2-3, 2018**, in the AVR 2, Schools Division Office, Marikina City.
2. The Seminar-Workshop aims to:
  - a. Understand the importance of an effective records management program and its impact on effective service.
  - b. Enhance the participant's skills and knowledge in the different phases of records management.
  - c. Develop, implement, and update a comprehensive records inventory schedule.
3. The topics to be discussed include the following:
  - a. Phases of records Management
  - b. Proper inventory and disposal of records

4. The target participant/s is a personnel handling/performing Records custodian tasks. The deadline for submission of the name/s and contact details of participants is on **July 23, 2018** through [agnes.franco@deped.gov.ph](mailto:agnes.franco@deped.gov.ph) with the format below.

SCHOOL	NAME	POSITION/DESIGNATION	TASKS	CONTACT NUMBER	EMAIL ADDRESS
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5. Enclosed is the list allocation of participant/s per school.
6. For inquiry or clarification, you may contact Ms. Agnes C. Franco of Records Unit, 3<sup>rd</sup> floor, Schools Division Office, Marikina City at telephone no. 646-05-44 or through email address at [agnes.franco@deped.gov.ph](mailto:agnes.franco@deped.gov.ph).
7. Immediate dissemination of this Memorandum is desired.

**Allocation of participant/s per school**

**ELEMENTARY**

Barangka Elementary School	1
Concepcion Elementary School	1
Concepcion Integrated School-Elem	1
Fortune Elementary School	1
H. Bautista Elementary School	1
Industrial Valley Elementary School	1
Kalumpang Elementary School	1
Kapitan Moy Elementary School	1
Leodegario Victorino Elementary School	1
Malanday Elementary School	2
Marikina Elementary School	1
Nangka Elementary School	1
Parang Elementary School	2
St. Mary Elementary School	1
SSS Village Elementary School	1
San Roque Elementary School	1
Sto. Niño Elementary School	1

**JHS/SHS**

Barangka National High School	1
Concepcion Integrated School-Secondary	2
Fortune High School	2
Jesus Dela Peña National High School	1
Kalumpang National high School	2
Marikina High School	2
Marikina Heights High School	1
Malanday National High School	2
Marikina Science High School	1
Nangka High School	2
Parang High School	2
San Roque National High School	2
Sto. Niño National High School	2
Sta. Elena High School	2
Tañong High School	2