



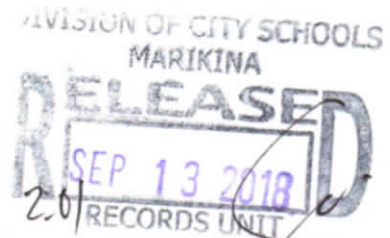
REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF EDUCATION**  
NATIONAL CAPITAL REGION  
**SCHOOLS DIVISION OFFICE – MARIKINA CITY**

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**MEMORANDUM TO:**


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



**RECORDS COUNTER DISASTER PREPAREDNESS AND BUSINESS CONTINUITY  
SEMINAR-WORKSHOP**

Attached is a Regional Letter No. 250 dated August 30, 2018 re: *Records Counter Disaster Preparedness and Business Continuity Seminar-Workshop* to be held at The Mallberry Suites Business Hotel, Limketkai Center, Cagayan De Oro City on September 18-20, 2018, content of which is self-explanatory, for information.

Immediate and wide dissemination of this memorandum is desired.

  
**SHERYLL T. GAYOLA**  
Officer-In-Charge  
Office of the Schools Division Superintendent



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**Republika ng Pilipinas**  
(Republic of the Philippines)  
**KAGAWARAN NG EDUKASYON**  
(DEPARTMENT OF EDUCATION)  
**PAMBANSANG PUNONG REHIYON**  
(NATIONAL CAPITAL REGION)  
Daang Misamis, Bago Bantay, Lungsod Quezon  
(Misamis St., Bago Bantay, Quezon City)

DIVISION OF CITY SCHOOLS  
MARIKINA  
**RECEIVED**  
05 SEP 2018  
RECORDS UNIT

TO : Schools Division Superintendents  
Records Officers and Personnel

Dear Sirs/Mesdames:

August 30, 2018  
Department of Education  
National Capital Region  
**RELEASED**  
By: \_\_\_\_\_  
Date: 9/4/18 Time: \_\_\_\_\_

Enclosed is the letter-invitation of the National Archives of the Philippines, dated August 1, 2018 re: **Records Counter Disaster Preparedness and Business Continuity** seminar-workshop to be held at the The Mallberry Suites Business Hotel, Limketkal Center, Cagayan de Oro City on September 18-20 2018, for information.

Very truly yours,

  
**WILFREDO E. CABRAL**  
Officer-In-Charge  
Office of the Regional Director

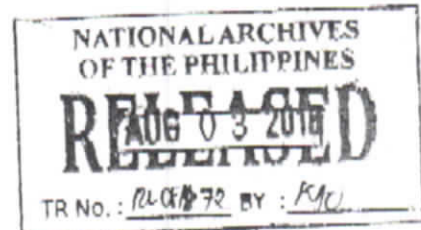
Regional Letter No. 250

/pmv/records/asd

NATIONAL ARCHIVES OF THE PHILIPPINES  
*Pambansang Sinupan ng Pilipinas*

August 1, 2018

Director  
Department of Education  
National Capital Region  
Mlsamis St., Bago Bantay, Quezon City



Sir/ Madam:

The National Archives of the Philippines as the institution/agency mandated for records management, is pleased to announce the conduct of a Seminar-Workshop on "Records Counter Disaster Preparedness and Business Continuity" to be held on September 18-20, 2018 at The Mallberry Suites Business Hotel, beside Robinson's Mall, Limketkai Center, Cagayan de Oro City.

This seminar-workshop is designed to enable Records Officers/Custodians and other personnel gain working knowledge and acquire skills coping with emergencies and disasters by adhering different aspects such as preparation, prevention, response and recovery. The training will involve lectures, workshops and open forum discussions.

We are inviting Department and Division Heads, Local Chief Executives, Records Officers, Managers, Custodians, Clerks, Secretaries and other personnel involved in handling/maintaining records to participate in this seminar-workshop.


This three-day live out program will only accommodate 150 participants on a first-come-first-served basis. Seminar fee of Php 3,900.00 covers kit, handouts, certificates, snacks and lunch. **Nominations must be confirmed by NAP prior to payment in cash or LDDAP/check to the National Archives of the Philippines on or before registration.** In case payment in LDDAP through Land Bank of the Philippines, Account name shall be **National Archives of the Philippines, Current Account no. 0012-1130-05, LBP Intramuros Branch.** Once payment has been made, please send thru email [ampapa@nationalarchives.gov.ph](mailto:ampapa@nationalarchives.gov.ph) the scanned copy of bank validated/received LDDAP and ACIC. **Payments will also be accepted at the NAP Training and Information Division, 1153 Cristobal Street, Paco Manila.**

We request that you send us back your accomplished nomination form to **confirm** your attendance to be listed in our database before September 10, 2018. **However, acceptance of nominations shall be closed any time before the deadline if NAP has already reached the target number of participants. Please bring and present your approved confirmation upon registration. NAP reserves the right to refuse walk-in/unconfirmed participants.**

Very truly yours,

VICTORINO MAPA MANALO, C.E.S.E.  
Executive Director

By:

  
JOCELYN G. REYES  
OIC-Deputy Executive Director

# NATIONAL ARCHIVES OF THE PHILIPPINES

Training and Information Division

## N O M I N A T I O N F O R M

**SEMINAR-WORKSHOP on "Records Counter Disaster Preparedness and Business Continuity" to be held on September 18-20, 2018 at Mullberry Suites Business Hotel, Cagayan de Oro City.**

Please send back this form through fax, e-mail or mail to the Training & Information Division, National Archives of the Philippines, 1153 Cristobal Street, Paco, Manila on or before **September 10, 2018.**

**IMPORTANT:**

Confirmation shall be sent upon receipt of your accomplished nomination form within the above stated date. We will only accommodate 150 participants on a first come first serve basis. Seminar fee is Php 3,000.00. Payment in cash or checks and LDDAP shall be payable to National Archives of the Philippines and deposited to NAP Account No. 0012-113-005, Landbank, Intramuros Branch on or before registration. Payment will also be accepted at the NAP Training and Information Division, 1153 Cristobal Street, Paco, Manila. Please bring and present your approved confirmation upon registration.

For registration/inquiries, please call Training and Information Division at telefax no. 353-3192 or email at [gmpapa@nationalarchives.gov.ph](mailto:gmpapa@nationalarchives.gov.ph) / [training\\_and\\_information@yahoo.com](mailto:training_and_information@yahoo.com)

Name: \_\_\_\_\_ Sex: \_\_\_\_\_ Age: \_\_\_\_\_ Birthdate: \_\_\_\_\_  
*(Print surname, first name, middle name)*

Position/Designation: \_\_\_\_\_ Nickname: \_\_\_\_\_ Civil Status \_\_\_\_\_

Home Address: \_\_\_\_\_

Agency/Office: \_\_\_\_\_

Address: \_\_\_\_\_

Region: \_\_\_\_\_

(Area Code) +Tel. No. \_\_\_\_\_ Fax. No. \_\_\_\_\_ Mobile No. \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Educational Attainment: \_\_\_\_\_

Previous Records Management Training/Seminar Attended	Date	Conducting Agency
_____	_____	_____
_____	_____	_____

*(Use separate sheet if necessary)*

Present Duties and Responsibilities:

\_\_\_\_\_  
 \_\_\_\_\_

Approving Official (Name in Print & Signature)

Position

\_\_\_\_\_