



Republic of the Philippines
Department of Education
 REGION VIII - EASTERN VISAYAS

August 25, 2020

REGIONAL MEMORANDUM

No. **472**, s. 2020

CAPABILITY ENHANCEMENT OF RECORDS OFFICERS AND DOCUMENT CONTROLLERS ON DATA PRIVACY, MANAGEMENT, CONTROL, AND DISPOSITION

To: Schools Division Superintendents
 Division Records Officers
 Document Controllers
 Records Custodians
 All Others Concerned

1. A capability enhancement of Records Officers and Document Controllers on Data Privacy, Management, Control and Disposition shall be held on September 21, 2020 (Monday) following the attached activity matrix. The activity is both face-to-face and virtual following health and safety protocols and guidelines.
2. This one-day capability enhancement activity shall enable the Records Officers and Document Controllers, and other personnel who are directly involved in Data Management and Control of Records to:
 - a. fully implement in their respective offices the RA 9740 and RA 10173;
 - b. implement section 374 of RA 7160; and
 - c. standardize processes and systems in document control, archival, and disposal.
3. The participants to the said capability enhancement activity are personnel involved in the management and control of records and documents. Refer to the Confirmation Letter attached. Deadline of confirmation of attendance is September 18, 2020 at 3:00 p.m.
4. No registration fee shall be collected. Expenses relative to the activity shall be charged against the local funds subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of and strict compliance with this Memorandum are desired.

RAMIR B. UYTICO EdD, CESO IV

Director IV

Enclosure: As stated

Reference: RA 9740, RA 10173, and RA 7160

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

RECORDS

MANAGEMENT

DATA PRIVACY

DEPARTMENT OF EDUCATION
 REGION VIII, EASTERN VISAYAS

RELEASED

9-9-2020



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ISO 9001:2015 Certified

DepEd RO8 ATA-F22 (CY2018-v03-r00) Page 1 of 3

Signature
LEAD

ONE-DAY CAPABILITY ENHANCEMENT OF RECORDS OFFICERS AND DOCUMENT CONTROLLERS ON DATA PRIVACY, MANAGEMENT, CONTROL, AND DISPOSITION

SEPTEMBER 21, 2020

MEETING SCHEDULE

Time	Particular	Participants
8:00 a.m. – 8:30 a.m.	Opening Program	All Participants (c/o Regional Records Section)
8:30 a.m. – 9:30 a.m.	Overview of Records Management – Article IV of RA 9470	Ariem Venezuela Cinco Regional Records Officer
9:30 a.m. – 10:30 a.m.	Generally Accepted Records Keeping Principles	Records Officer
10: 30 a.m. – 11:30 a.m.	Basic Records and Archives Management	Resource Speaker
11:30-12:00	Open Forum	-
12:00 p.m. – 1:00 p.m.	- LUNCH BREAK -	
1:00 p.m. – 3:00 p.m.	Basic Records and Archives Management, continuation	Resource Speaker
3:00 p.m. – 3:30 p.m.	Open Forum	Resource Speaker
3:30 p.m. – 4:30 p.m.	Data Privacy Act of 2012	Ariem Venezuela Cinco Regional Records Officer
4:30 p.m. – 5:00 p.m.	Closing Program	All Participants

AD-RS-AVC

CONFIRMATION LETTER

DR. RAMIR B. UYTICO, CESO IV
Director IV
DepEd Region VIII
Candahug, Palo, Leyte

Sir:

May I respectfully submit the List of our Confirmed Participants to the **One-Day Capability Enhancement of Records Officers and Documents Controllers on Data Privacy, Management, Control and Disposition on September 21, 2020** at NEAP Training Hall, DepEd Regional Office No. VIII Complex, Government Center, Candahug, Palo, Leyte.

NAME	POSITION	SIGNATURE

Very truly yours,

Chief, _____