



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

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April 14, 2021

**OFFICE MEMORANDUM**

No. **000141** s. 2021

**WEBINAR ON EFFECTIVE PROCEDURES AND BEST PRACTICES IN  
MANAGING PUBLIC RECORDS**

To: Chiefs of Functional Divisions  
Supervising Administrative Officers  
Records Officers  
Records Custodians  
Document Controllers  
All Others Concerned

1. In response to the invitation of the Government Records Officers Association of the Philippines (GROAP), the Chiefs of the Functional Divisions or Officer-In-Charge shall nominate participants to the webinar on Effective Procedures and Best Practices in Managing Public Records on April 28-30, 2021 via Zoom.
2. Furthermore, this webinar will capacitate the records officer, records custodians, and document controllers in each functional division in managing public records. Likewise, this is in preparation for the ISO Re-certification of DepEd Regional Office VIII.
3. Limited slots are available and participants shall be accommodated on a first-come, first-served basis. Hence, the nominees/participants should register first before paying the registration fee.
4. To confirm the nomination, write the names of the nominees in the attached Nomination Form. The registration fee of Two Thousand Pesos (P2,000.00) shall be paid using local funds through LDDAP.



6. Immediate dissemination of this Memorandum is highly desired.

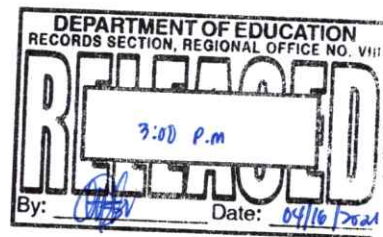
  
**MA. GEMMA MERCADO-LEDESMA**  
x Regional Director

Enclosures: List of Nominees / Invitation Letter

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

WEBINAR      RECORDS MANAGEMENT      BEST PRACTICES      PUBLIC RECORDS

AD-RS-AVC



Enclosure No. 1 to OM No. \_\_\_\_\_, s. 2021 dated April 14, 2021 re: **Webinar on Effective Procedures and Best Practices in Managing Public Records**, on April 28-30, 2021, via Zoom Meeting.

**LIST OF NOMINEES**

<b>No.</b>	<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>MIDDLE INITIAL</b>	<b>Division</b>	<b>Email Address</b>
1					
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