



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

October 13, 2022

REGIONAL MEMORANDUM

No. **1160** s. 2022

TRAINING ON RECORDS MANAGEMENT

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

1. A training of Records Officers, Document Controllers, and Records Custodians on Records Management shall be conducted on October 18-19, 2022 (Tuesday-Wednesday) following the attached activity matrix.
2. This is a face-to-face, live-in activity following health and safety protocols and guidelines.
3. This two-day training shall enable the Records Officers, Records Custodians, and Document Controllers who are directly involved in Records Management and Records Control to:
 - a. fully implement RA 9740 and RA 10173;
 - b. revisit CAV Process and Correction of Entries;
 - c. standardize the implementation of PROJECT GREAT;
 - d. align Key Result Areas of Records Officers; and
 - e. streamline processes in document control, archival, and disposal.
3. The participants to the said training are the identified personnel involved in records management and control of documents. Refer to the attached List of Participants and Confirmation Letter. Deadline of confirmation of attendance is on October 14, 2022.
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.



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5. Immediate dissemination of and strict compliance with this Memorandum are desired.

[Handwritten Signature]
EVELYN R. FETALVERO, CESO IV
Regional Director *g* 10/13/22

Enclosure: List of Participants and Activity Matrix

References: RA 9740, RA 10173, RA 7160

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

CAV CONTROL MANAGEMENT RECORDS



CONFIRMATION LETTER

DR. EVELYN R. FETALVERO, CESO IV

Regional Director
DepEd Region VIII
Candahug Palo, Leyte

Ma'am:

May I respectfully submit the list of our confirmed participant(s) to the two-day, live-in **Training on Records Management** on October 18-19, 2022.

Name	Position	Signature

Very truly yours,

AD-RS-AVC

TRAINING ON RECORDS MANAGEMENT

October 18-19, 2022

Activity Matrix

DAY 1, October 18, 2022

Time	Particular	Participants
8:00 a.m. – 9:00 a.m.	(Ingress) Arrival and Registration	All Participants (c/o Regional Records Section)
9:00 a.m. – 9:30 a.m.	Opening Program	All Participants
9:30 a.m. – 10:00 a.m.	Expectation Setting	Facilitator
10:00 a.m. – 12:00 p.m.	Overview of Records Management – Article IV of RA 9470	Ariem Venezuela Cinco Regional Records Officer
12:00 p.m. – 1:00 p.m.	LUNCH BREAK	All Participants
1:00 p.m. – 3:00 p.m.	Generally Accepted Records Keeping Principles	Melody Claire Bachao Records Officer Catbalogan City Division
3:00 p.m. 3:15 p.m.	PM Snacks / Bio-Break	All Participants
3:15 p.m. – 5:00 p.m.	Basic Records Management and Disposition	Ofelia Barja Records Officer Ormoc City Division
5:00 p.m. – 6:00 p.m.	DINNER	All participants

DAY 2, October 19, 2022

Time	Particular	Participants
8:00 a.m. – 8:15 a.m.	Management of Learning	Arlene Operario Records Officer Calbayog City Division
8:15 a.m. – 10:00 a.m.	Data Privacy Act of 2012	Rolando Gerna Jr. Records Officer Eastern Samar Division
10:00 a.m. – 12:00 p.m.	Streamlining CAV and Other Records Processes (GREAT)	Ariem Venezuela Cinco Regional Records Officer
12:00 p.m. – 1:00 p.m.	LUNCH BREAK	All Participants
1:00 p.m. – 2:00 p.m.	Alignment of KRAs and Technical Assistance Provision	Ariem Venezuela Cinco Regional Records Officer
2:00 p.m. - 2:30 p.m.	OPEN FORUM	All Participants
2:30 p.m. – 3:00 p.m.	CLOSING PROGRAM	All Participants
3:00 p.m. – 5:00 p.m.	EGRESS	All Participants

TRAINING ON RECORDS MANAGEMENT
October 18-19, 2022

LIST OF PARTICIPANTS

OFFICE	NUMBER OF PARTICIPANTS
Division Offices	13 Records Officers 1 per Division Office
Office of the Regional Director (Proper)	1
Office of the Assistant Regional Director	1
Administrative Division	
Admin Proper	1
General Services Unit	1
Payroll Section	1
Personnel Section	1
Cash Section	1
Asset Management Unit	1
Security Guards	1
Records Unit	2
Bids and Awards Committee	1
CLMD Proper	1
Learning and Resource Management Center	1
ESSD Proper	1
Physical Facilities Section	1
Health and Nutrition Section	1
Special Programs and Projects Section	1
Field Technical Assistance Division	1
Quality Assurance Division	1
HRDD Proper	1
NEAP – R (Dormitory)	1
Policy, Planning, and Research Division	1
Finance Division	1
Office of the Regional Director (Sections/Units)	
Public Affairs Unit	1
Legal Affairs Unit	1
Information and Communications Technology	1
TOTAL	40 PARTICIPANTS