



Republika ng Pilipinas  
Kagawaran ng Edukasyon

Tanggapan ng Pangalawang Kalihim sa Pangangasiwa



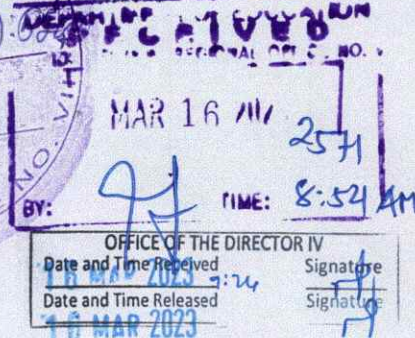
MEMORANDUM

10 March 2023

TO : REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
ALL OTHERS CONCERNED

FROM :   
**KRISTIAN R. ABLAN**  
Undersecretary for Administration

SUBJECT : **ADVISORY RE: CONSULTATION WORKSHOP ON  
THE STREAMLINING OF RECORDS MANAGEMENT  
SYSTEM OF DEPED**



In consonance with Memorandum OUA-OUT-022123-002 with the subject "Consultation Workshop on the Streamlining of Records Management System of DepEd in Tuguegarao City" dated 21 February 2023, **all concerned are advised that the said workshop is re-scheduled on 20-22 March 2023 (inclusive of travel time) and will be held at the DepEd Ecotech Center, Lahug, Cebu City.**

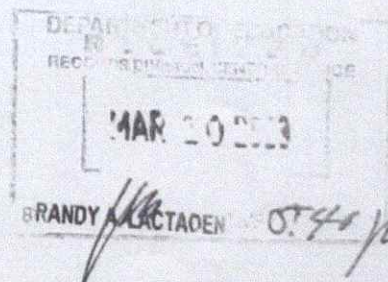
Attached herewith is the final list of participants for the aforementioned activity.

All other provisions stated in the said Memorandum remain in effect.

For further details and concerns, your Office may contact the Administrative Service-Records Division through email at [as.rd@deped.gov.ph](mailto:as.rd@deped.gov.ph).

For information and guidance.

Thank you.



**Office of the Undersecretary for Administration**

Department of Education - Central Office, Room 508, 5th Floor Mabini Building,  
Meralco Avenue, Pasig City; Landline 8638-1780  
Email: [usecforadministration@deped.gov.ph](mailto:usecforadministration@deped.gov.ph)





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**Kagawaran ng Edukasyon**

Tanggapan ng Pangalawang Kalihim sa Pangangasiwa

**Consultation Workshop on the Streamlining of Records Management System of DepEd**  
**March 20-22, 2023**  
**DepEd Ecotech Center, Lahug, Cebu City.**

**LIST OF PARTICIPANTS**

	<b>NAME</b>	<b>POSITION</b>	<b>STATION</b>
1	Atty. Kristian R. Ablan, CESO I	Undersecretary	Office of Undersecretary, Administration
2	Pearl Iris Clemente	Executive Assistant III	Office of Undersecretary, Administration
3	Robert M. Agustin	Director IV	Administrative Service
4	1 staff of AS-OD		
	<b>LUZON (10)</b>		
5	Babeth C. Cruz	Administrative Officer V	Regional Office IV-A
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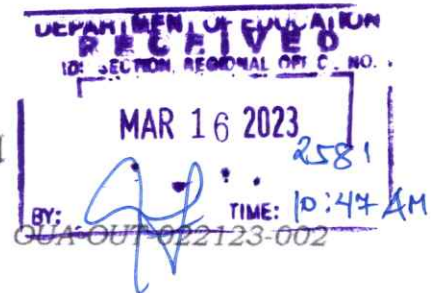
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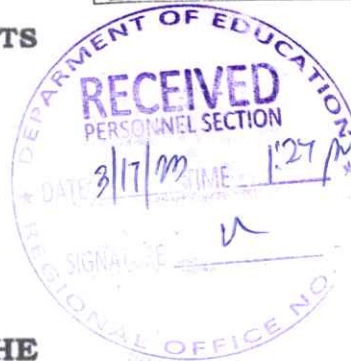


**MEMORANDUM**  
 21 February 2023

TO : **REGIONAL DIRECTORS  
 SCHOOLS DIVISION SUPERINTENDENTS  
 ALL OTHERS CONCERNED**

FROM : **KRISTIAN R. ABLAN**,  
 Undersecretary for Administration

SUBJECT : **CONSULTATION WORKSHOP ON THE  
 STREAMLINING OF RECORDS MANAGEMENT  
 SYSTEM OF DEPED IN TUGUEGARAO CITY**



OFFICE OF THE DIRECTOR IV		Signature
Date and Time Received	16 MAR 2023 1:09	[Signature]
Date and Time Released		Signature

This refers to Memorandum OUA-OUT-112422-001 dated 24 November 2022 titled, *Co-Creating A Robust Records and Information Management System for the Department of Education (DepEd) – an Open Space Technology (OST) Conversation* from which selected Records Officers/Personnel of DepEd across the country were invited to attend the said activity last 12 -14 December 2022 via Zoom.

Through the active participation of participants from the selected regional and division offices, and with the help of facilitators from SEAMEO INNOTECH, five (5) action agenda were identified, namely:

1. Improvement of operational excellence, including the updating of Records Management Operations Manual (RMOM);
2. Alignment and standardization of the Quality Management System Manual, Citizens Charter, and DepEd Records Management Operations Manual from Schools Division Office (SDO), Regional Office (RO) and Central Office (CO);
3. Review and update the Job Description, Organizational Structure, Functions, KRA, and Office Performance Commitment and Review Form (OPCRF) of the Records Office in the SDO, RO, and CO;
4. Preparation of an inclusive capacity building program for Records Personnel, including strengthening the communication between and among the Records Personnel, and provision of necessary resources and tools; and

5. Enhancement of the operation of the Document Management System (DMS) and Development of the Digitization of the Certification, Authentication and Verification (DIGICAV) System for learner's records.

As a follow-through activity, a two-day in-person session entitled, *Consultation Workshop on the Streamlining of the Records Management System for DepEd* will be conducted to:

1. Further clarify/deepen the discussions about the five (5) action agenda;
2. Identify specific action steps that will help ensure the realization of the five (5) priority agenda; and
3. Prepare a strategic action plan to address the identified five (5) priority agenda.

Representatives from SEAMEO INNOTECH will be present to help facilitate the activity and guide the participants during the whole duration of the workshop.

In this regard, selected Records Officers whose names are listed in **Annex A: List of Participants** are invited to attend the said workshop from **27 February 2023 to 01 March 2023** inclusive of travel time to and from Tuguegarao City. Details of accommodation and meals shall be as follows:

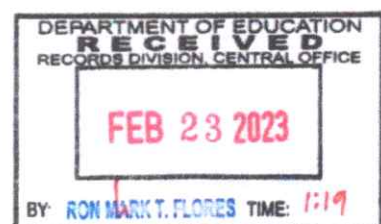
<b>Date/Time</b>	<b>Activity</b>	<b>Meal Arrangements</b>
27 February 2023 12:00 PM	Check-in	First meal - Lunch
1 March 2023 12:00 PM	Check-out	Last meal - Lunch

Moreover, all expenses to be incurred by the participants for this activity such as Board and Lodging, Traveling Expenses, and Supplies and Materials shall be charged against the approved Work and Financial Plan of the Administrative Service-Records Division under Activity Code AC-23-AS-RD-GASS-020 and AC-23-AS-RD-GASS-021 subject to usual accounting and auditing rules and regulations.

For clarification and/or further details, your Office may coordinate with Ms. Princess T. Baquiran (0926-0071-563) and Mr. Ron Mark T. Flores (0927-3826-763), or through email at [as.rd@deped.gov.ph](mailto:as.rd@deped.gov.ph).

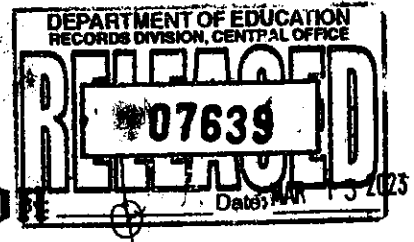
For information.

Thank you.





REGION VIII




Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
Tanggapan ng Pangalawang Kalihim sa Pangangasiwa

OUA-OUT-031023-006

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10 March 2023

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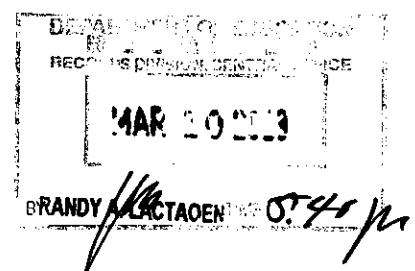
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