





Republic of the Philippines
Department of Education
Region VI-Western Visayas



SCHOOLS DIVISION OFFICE OF KABANKALAN CITY
Tayum St., Barangay 8, Kabankalan City, Negros Occidental
Tel. No. (034) 471-2003 • (034) 471-2454

<u>AUTHORITY TO TRAVEL</u>			CONTROL NO.
REGION VI -WESTERN VISAYAS BUREAU/DIVISION/SCHOOL:		SDO Kabankalan City	
Date of Filing:		November 13, 2019	
NAME	Position/Designation	Permanent Station	
DINO ALEXANDRINOS XENOS M. LOPEZ	AO-IV (Records)	SDO Kabankalan City	
Purpose of Travel	To attend the 2 nd Clustered Conferences of the DepEd Administrative Service (CCDEAS) - Records Group		
Activity Organized/ Sponsored By	DepEd Administrative Service-Records Division		
Period Covered	November 25-29, 2019		
Please Check	<input checked="" type="checkbox"/> Official Business		<input type="checkbox"/> Official Time
Venue/Destination	Bacolod City		
Expenses Covered	(subject to the usual accounting and auditing rules and regulations)		
Fund Source (Pap Code/...)	MOOE/Local Funds (except for plane fare chargeable against Records Division, GASS Funds and will be downloaded to Regional/Division office)		
Recommending Approval:		Approved:	
 PETER J. GALIMBA Asst. Schools Division Superintendent		 PORTIA M. MALLORCA, PhD, CESO V Schools Division Superintendent	
Date: _____		Date: _____	



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OFFICE of KABANKALAN CITY
City of Kabankalan




Tel. No. (034) 4710-192


E-mail:

kabankalan.city001@deped.gov.ph

This is to endorse **DINO ALEXANDRINOS XENOS LOPEZ, AO-IV**, to attend the 2nd Clustered Conferences of the DepED Administrative Service (CCDEAS) – Records Group on November 25 - 29, 2019 in Bacolod City.

DIVISION PERFORMANCE MANAGEMENT TEAM


PETER J. GALIMBA
OIC – ASDS


BERNADIN T. BENDO
EPS, CID-OIC


CECILIA G. ABELLO
Chief, SGOD

ARNOLD S. MAGDAET
AO – V


EULYNE D. LUCERNA
SEPS – HRD

RELEASED
24628

By: 47 Date: OCT 25 2019



Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMO 06 - 1019 - 0423
MEMORANDUM
24 October 2019

For: **Regional Directors
Schools Division Superintendents**

Subject: **2nd CLUSTERED CONFERENCES OF THE DEPED
ADMINISTRATIVE SERVICE (CCDEAS) - RECORDS GROUP**

The Administrative Service - Records Division shall conduct the 2nd Clustered Conferences of the DepED Administrative Service - Records Group from 25-29 November 2019 (inclusive of travel time) in Bacolod City, venue (to be announced through an advisory) with the theme, "Managing Records Well: Looking Forward to a New IT-Based Environment" and "Records: Aging Carefully, Valuing Endlessly."

The activity aims to:

1. Imbue new dimensions as breakthrough initiatives for an improved records management and transformed governance in the Department;
2. Underscore the challenging role of the Records Managers with the advent of modern technology and promulgation of laws and policies affecting their functions;
3. Strengthen the commitment of the Records Managers to excellence by providing efficient frontline services aligned to quality management system; and
4. Highlight the significant contribution of the Records Managers to the Department's core deliverables, for quality, accessible, relevant and liberating basic education.

For the maximum attainment of the objectives of the Conference, the following participants are required to attend:

1. Administrative Officer (AO) V of the Administrative Division, Records Section in the Regional Office (RO), whether in permanent, acting, Officer-In-Charge (OIC) or designated in concurrent capacity; and

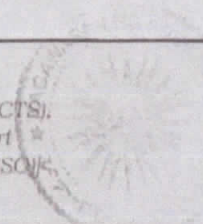
Office of the Undersecretary for Administration (OUA)

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (BLSS), Bureau of Learner Support Services (BLSS), Baguio Teachers' Camp (BTC), Central Security & Safety Office (CSSO)]

Department of Education, Central Office, Meralco Avenue, Pasig City
Rm 519, Mabini Bldg; Mobile: +639260320762; Tel: +63286337203, +63286376207
Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedtayo



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2. Administrative Officer (AO) IV of the Administrative Section, Records Unit in the Schools Division Office (SDO), whether in permanent, acting, Officer-In-Charge (OIC) or designated in concurrent capacity.

Participants are allowed to attend on official business. Please see attached "Annex A" for the list of participants per Region.

Expenses to be incurred for the board and lodging, honorarium of the Resource Persons, supplies, materials, and contingency shall be charged to the Records Division. Administrative Service GASS Fund, subject to the usual accounting and auditing rules and regulations. The proper charging of traveling expenses for this activity shall be:

- a. For Central Office, Resource Persons, and DepEd Officials travelling expenses shall be charged to Records Division, Administrative Service GASS Fund;
- b. For Facilitators and members of the Working Committees from the Regional and Division Offices, travelling expenses shall be charged to their respective local funds except for plane fare which shall be charged against Records Division, GASS funds. Flight schedules and ticket bookings shall be arranged, coordinated and booked by the Central office; and
- c. For Regional and Division Offices participants, travelling expenses shall be charged to their respective local funds except for plane fare chargeable against Records Division, GASS funds and will be downloaded to their respective Regional/Division Offices. For the BARMM participants plane fare shall be downloaded through fund check. Participants are advised to avail of the economy plane fare within the downloaded amount indicated in "Annex A". Other charges that may be incurred (i.e. rebooking fees) shall be charged to the participant's personal account.

In case of the excess in the downloaded amount for plane fare, this shall be utilized for travelling expenses, for that matter. For participants who will travel by plane, (by buying the cheapest economy class), please be advised to book your flights as soon as the **Advisory** for the **venue** have been issued.

The expected arrivals, schedules for meals and accommodation of the participants shall be as follows:

	Participants	National Working Committee	Technical Committee
Check-in	Nov. 25, 2019, on or after 12:00 noon	Nov. 24, 2019, on or after 12:00 noon	
Check-out	Nov. 29, 2019, on or before 12:00 noon	Nov. 29, 2019, on or before 12:00 noon	
1st Meal	Lunch on Nov. 25, 2019	Lunch on Nov. 24, 2019	
Last Meal	AM Snack on Nov. 29, 2019	AM Snack on Nov. 29, 2019	

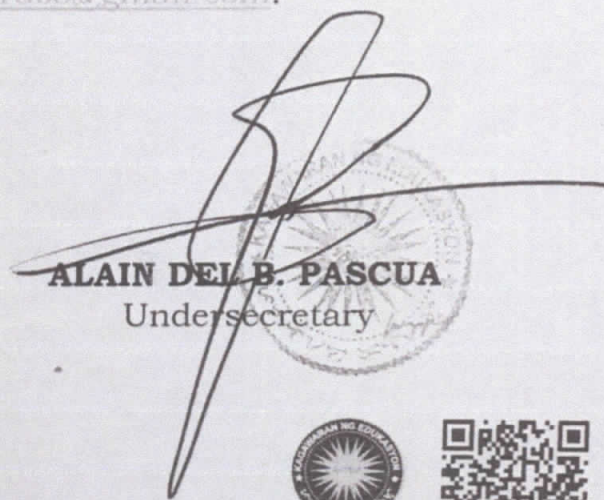


All other expenses beyond the proper charging and schedules of accommodation/ meals indicated in this memorandum shall be charged to participant's personal account.

To facilitate arrangements for board and lodging, participants are advised to confirm their attendance through online registration at **deped.in/2ndccdeasrecords** on or before **08 November 2019**. A **NO REGISTRATION, NO ACCOMMODATION** policy shall be implemented, thus, strict compliance to the deadline of online registration is enjoined.

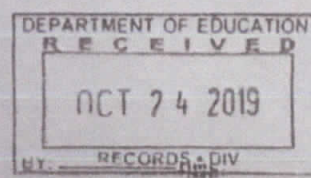
For more information, all concerned may contact Mesdames **Alma D. Apanay** or **Rose Marie D. Moscoso**, Administrative Officers V, Records Division, Administrative Service, DepEd Central office through Tel. Nos. (02) 633-72-18 or (02) 687-14-49 and email address: deped.records3@gmail.com.

For immediate and appropriate action.


ALAIN DEL B. PASCUA
Undersecretary



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**2nd Clustered Conferences of the DepED Administrative Service-Records Group
Bacolod City
November 25-29, 2019**

PARTICIPANTS DISTRIBUTION GUIDE

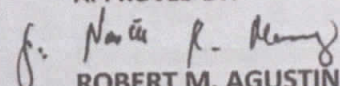
Organizational Unit	Required Participants and Their Position Title / Designation	Total No. of Participants	Amount of Plane Fare
Regional Office	AO-V		
Region VI	1	1	TEV charged to local funds

Organizational Unit	Required Participants and Their Position Title / Designation	Total No. of Participants	Amount of Plane Fare
Schools Division Office	AO-IV		
Aklan	1	1	7,972.00
Antique	1	1	7,972.00
Capiz	1	1	7,972.00
Gulmaras	1	1	TEV charged to local funds
Iloilo	1	1	TEV charged to local funds
Negros Occidental	1	1	TEV charged to local funds
Bacolod City	1	1	TEV charged to local funds
Escalante City	1	1	TEV charged to local funds
Bago City	1	1	TEV charged to local funds
Cadiz City	1	1	TEV charged to local funds
Iloilo City	1	1	TEV charged to local funds
Kabankalan City	1	1	TEV charged to local funds
La Carlota City	1	1	TEV charged to local funds
Passi City	1	1	TEV charged to local funds
Roxas City	1	1	7,972.00
Sagay City	1	1	TEV charged to local funds
San Carlos city	1	1	TEV charged to local funds
Silay City	1	1	TEV charged to local funds
Himamaylan City	1	1	TEV charged to local funds
Sipalay City	1	1	TEV charged to local funds
TOTAL	20	21	31,888.00

REMINDERS:

- Participants are the permanent appointees; designees as officer-in-charge, in acting capacity, or in concurrent capacity as above stated.
- Un-authorized substitutes/representatives shall not be allowed in the workshop. In the event of the non-availability of an identified participant, the Regional Director/Schools Division Superintendent may send a replacement, provided the latter performs the functions, duties and responsibilities in the same Administrative Service-Records Section/Unit in the Regional/Schools Division Offices.
- All participants are required to fill-out the Registration Form through url address: deped.in/2ndccdeasrecords. The policy of NO REGISTRATION, NO ACCOMMODATION shall be observed. Thus, walk-in registration shall NOT be entertained in the Activity venue.
- Participants are encouraged to avail of the economy plane fares which shall be downloaded to your respective region/division offices. Other charges that may be incurred (i.e. rebooking fees) shall be charged to the participant's personal account.
- Please be advised to book your flights as soon as the Advisory for the exact venue has been issued.
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APPROVED BY:


ROBERT M. AGUSTIN
 Director IV
 Administrative Service

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By: 7 Date: OCT 25 2019



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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

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Department of Education, Central Office, Meralco Avenue, Pasig City
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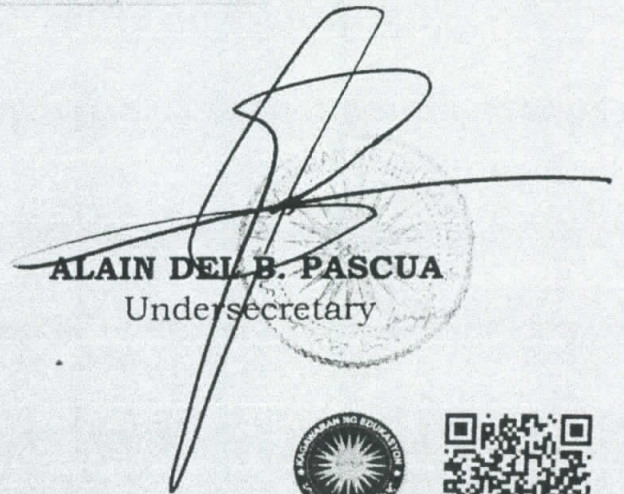


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Undersecretary



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2nd Clustered Conferences of the DepED Administrative Service-Records Group
Bacolod City
November 25-29, 2019

PARTICIPANTS DISTRIBUTION GUIDE

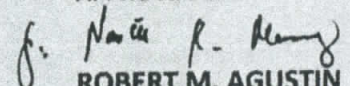
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