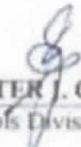




Republic of the Philippines  
Department of Education  
Region VI-Western Visayas



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

<b><u>AUTHORITY TO TRAVEL</u></b>			CONTROL NO:
REGION VI -WESTERN VISAYAS BUREAU/DIVISION/SCHOOL:		SDO Kabankalan City	
Date of Filing:		November 13, 2019	
NAME	Position/Designation	Permanent Station	
WINDY ROSE G. CONSULTA	AA-VI	SDO Kabankalan City	
Purpose of Travel	To attend the Seminar Workshop on Records Management (Cluster 2 Visayas and Mindanao Areas)		
Activity Organized/ Sponsored By	DepEd Administrative Service-Records Division		
Period Covered	December 2-6, 2019		
Please Check	<input checked="" type="checkbox"/> Official Business <input type="checkbox"/> Official Time		
Venue/Destination	Ritz Hotel at Garden Oases, Poras St., Bo. Obrero, Davao 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:	
 <b>PETER J. GALIMBA</b> Asst. Schools Division Superintendent		 <b>PORTIA M. MALLORCA, PhD, CESO V</b> 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](mailto:kabankalan.city001@deped.gov.ph)

*WINDY ROSE CONSUNTA, SA-V*  
This is to endorse ~~DINO ALEXANDRINOS XENOS LOPEZ, AO-IV~~, to attend the Seminar Workshop on Records Management on December 2 - 6, 2019 at Ritz Hotel at Garden Oasis, Bo. Obrero, Davao City.

**DIVISION PERFORMANCE MANAGEMENT TEAM**

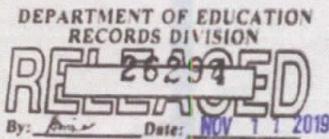
**PETER J. GALIMBA**  
OIC – ASDS

*[Signature]*  
**BERNADIN T. BENDO**  
EPS, CID-OIC

*[Signature]*  
**CECILIA G. ABELLO**  
Chief, SGOD

**ARNOLD S. MAGDAET**  
AO – V

*[Signature]*  
**EULYNE D. LUCERNA**  
SEPS – HRD



Republic of the Philippines  
**Department of Education**  
Administrative Service

November 11, 2019

## ADVISORY

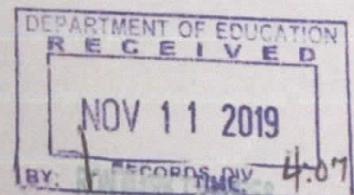
This is to advise that the venue for the Seminar Workshop on Records Management (Cluster 2- Visayas and Mindanao Areas) will be held in **Ritz Hotel at Garden Oases**, Poras St., Bo. Obrero, Davao City on December 2-6, 2019 (inclusive of travel time). This is to reiterate that participants are encouraged to fill-out the Registration Form through url address: **deped.in/recordsseminar** with the deadline for registration on or before **November 21, 2019**.

For queries, please contact **Mesdames Rose Marie D. Moscoso**, Administrative Officer V and **Amelita S. Buce**, Executive Assistant II, Records Division, Administrative Service, Teodora Alonzo Building, Department of Education, DepEd Complex, Meralco Avenue, Pasig City at telephone nos. (02) 687-1449 or (02) 633-72-18 and email addresses at [deped.records2@gmail.com](mailto:deped.records2@gmail.com) or [deped.records3@gmail.com](mailto:deped.records3@gmail.com).

Please be guided accordingly.

*[Signature]*  
**ROBERT M. AGUSTIN**  
Director IV, Administrative Service

NRM/asb



RECEIVED

OFFICE OF SDS

DATE: 11/8/2019

TIME: 5:14 PM

DEPARTMENT OF EDUCATION  
RECORDS DIVISIONRELEASED  
24609

By: [Signature] Date: OCT 25 2019



Republic of the Philippines  
**Department of Education**  
 Administrative Service

October 24, 2019

## ADVISORY

This is to advise that participants for the Seminar Workshop on Records Management (Cluster 2-Visayas and Mindanao Areas) to be held on December 2-6, 2019 within Davao City are required to fill-out the Registration Form through url address: **deped.in/recordsseminar** (instead of [deped.records3@gmail.com](mailto:deped.records3@gmail.com)) as stated in the Memorandum dated September 16, 2019, with the deadline for registration on **November 14, 2019**. The exact venue for the said activity will be announced in another advisory. For participants who will travel by plane, (by buying the cheapest economy class), please be advised to book your flights as soon as the **Second Advisory** is issued.

For queries, please contact **Ms. Alma D. Apanay**, or **Ms. Rose Marie D. Moscoso**, Administrative Officers V, Records Division, Administrative Service, Teodora Alonzo Building, Department of Education, DepEd Complex, Meralco Avenue, Pasig City at telephone nos. (02) 687-1449 or (02) 633-72-18 and email addresses at [deped.records2@gmail.com](mailto:deped.records2@gmail.com) or [deped.records3@gmail.com](mailto:deped.records3@gmail.com).

Please be guided accordingly.

**ROBERT M. AGUSTIN**  
 Director IV, Administrative Service



DEPARTMENT OF EDUCATION  
RECORDS DIVISION

**RELEASED**  
22001  
By: *[Signature]* Date: **SEP 26 2019**

Republic of the Philippines  
**Department of Education**  
DepEd Complex, Meralco Avenue, Pasig City

**Office of the Assistant Secretary  
Procurement and Administration**

**MEMORANDUM**

16 September 2019

To: **Regional Directors  
Regional Secretary, BARMM  
Schools Division Superintendents  
All Others Concerned**

Subject: **Seminar Workshop on Records Management (2 clusters)**

The Administrative Service - Records Division (AS-RD) will conduct Seminar Workshop on Records Management in two (2) clusters which shall be held on the following dates, venues and specific region:

Cluster	Date	Venue	Region
1 <sup>st</sup> cluster	November 11-15, 2019	Luzon Area	I, II, III & CAR, IV-A, IV-B, V and NCR, selected Designated Records Custodian, Central Office
2 <sup>nd</sup> cluster	December 2-6, 2019	Mindanao Area	VI, VII, & VIII, IX, X, XI, XII, CARAGA & BARMM, selected Designated Records Custodian, Central Office

The seminar-workshop aims to:

1. Enhance the skills of Records Officers specifically on the processes and application of the policies and procedures of Records Classification, Filing and Disposition.
2. Improve the organizational and management skills of Records Officers for greater efficiency and productivity.
3. Make the participants aware of the provisions of Republic Act. No. 9470 and other Legislations pertaining to records management.
4. Instill new knowledge and enable the participants to adopt techniques and best practices that will help improve and create a clutter-and-stress-free workplace
5. Identify and discuss issues, concerns and resolutions in records management relative to the specific topics through preparation of action plan that can be implemented in the respective office of the participant.

The expected participants are those listed in the attached Distribution Guide.

Expenses to be incurred for the board and lodging, supplies, materials, contingency shall be charged to the OPDNSP Fund of the Records Division, Administrative Service, subject to the usual accounting and auditing rules and regulations.

The proper charging of traveling expenses for this activity shall be, as follows:

- For Regional and Division participants, traveling expenses shall be charged to their respective local funds except for plane fare which shall be downloaded to their respective Regional and Division Offices. Attached is the Distribution Guide with allotted amount of plane fare of participants per Region and Division.
- For the Working committees from Central Office who are also considered participants and Resource Speakers shall be charged to GASS funds of the Records Division.

Below is the matrix of the schedules for meals, accommodation and expected arrivals and departure of the participants and members of the working committee.

**1st Cluster**

	Working Committee	Participants
Expected Date of Arrival and Check -in	Nov. 10, 2019, on or before 12:00 noon	Nov. 11, 2019, on or before 12:00 noon
Expected Date of Departure and Check -out	Nov. 15, 2019, on or before 12:00 noon	Nov. 15, 2019, on or before 12:00 noon
1st Meal	Lunch on Nov. 10, 2019	Lunch on Nov. 11, 2019
Last meal	AM snacks on Nov. 15, 2019	AM snacks on Nov. 15, 2019

**2nd Cluster**

	Working Committee	Participants
Expected Date of Arrival and Check -in	Dec. 1, 2019, on or before 12:00 noon	Dec. 02, 2019, on or before 12:00 noon
Expected Date of Departure and Check -out	Dec. 6, 2019, on or before 12:00 noon	Dec. 06, 2019, on or before 12:00 noon
1st Meal	Lunch on Dec. 1, 2019	Lunch on Dec. 02, 2019
Last meal	AM snacks on Dec. 6, 2019	AM snacks on Dec. 06, 2019

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

**SEMINAR WORKSHOP ON RECORDS MANAGEMENT**  
 (Cluster 2 - Visayas and Mindanao Areas)  
 December 2-6, 2019

**PARTICIPANTS DISTRIBUTION GUIDE**

Organizational Unit	Required Participants and Their Position Title / Designation			Total No. of Participants	Amount of Plane Fare
	CAO/SAO	AO-V	AA-VI		
Regional Office Region VI	1				12,000.00

CAO - Chief Administrative Officer

AO-V - Administrative Officer V

SAO - Supervising Administrative Officer

AO-IV - Administrative Officer IV

AA-VI - Administrative Aide VI

Organizational Unit	Required Participants and Their Position Title / Designation			Total No. of Participants	Amount of Plane Fare
	AO-V	AO-IV	AA-VI		
<b>Schools Division Office</b>					
Aklan	1			1	12,000.00
Antique		1		1	12,000.00
Capiz			1	1	12,000.00
Guimaras	1			1	12,000.00
Iloilo		1		1	12,000.00
Negros Occidental			1	1	12,000.00
Bacolod City	1			1	12,000.00
Escalante City		1		1	12,000.00
Bago City			1	1	12,000.00
Cadiz City	1			1	12,000.00
Iloilo City		1		1	12,000.00
Kabankalan City			1	1	12,000.00
La Carlota City	1			1	12,000.00
Passi City		1		1	12,000.00
Roxas City			1	1	12,000.00
Sagay City	1			1	12,000.00
San Carlos city		1		1	12,000.00
Silay City			1	1	12,000.00
Himamaylan City	1			1	12,000.00
Sipalay City		1		1	12,000.00
<b>TOTAL</b>	<b>7</b>	<b>7</b>	<b>6</b>	<b>21</b>	<b>252,000.00</b>

**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/recordsseminar](http://deped.in/recordsseminar). 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 fare, 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.
- In case of excess in the downloaded amount for plane fare, this shall be utilized for travelling expenses, for that matter.

RECORDS DIVISION  
 RECEIVED  
 23085  
 By: *a* Date: OCT 10 2019

APPROVED BY:

*f: Na R. Mung*  
**ROBERT M. AGUSTIN**  
 Director IV  
 Administrative Service