



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

24 Sep 2025

DIVISION MEMORANDUM

OSDS-2025-146

CONDUCT OF TECHNICAL ASSISTANCE ON STRENGTHENING RECORDS
MANAGEMENT PRACTICES

To: Public Schools District Supervisors
Public Elementary and Secondary School Heads
Division Teaching and Non-Teaching Personnel
All Others Concerned

1. In reference to Regional Memorandum ASD-2025-044, DepEd Regional Office XII – Records Unit in coordination with the National Archives of the Philippines will conduct **Technical Assistance on Records Management** on October 16, 2025 at a venue within Koronadal City (specific venue to be announced in a separate issuance).

2. Enjoined to attend during the technical assistance are the following:

| | |
|--------------------|---|
| DIVISION OFFICE | IRMA MAY G. DINASAS , Administrative Officer V – Admin Proper MARY ANN P. EUGENIO , Administrative Officer IV – Records JULIUS IAN P. PANOGOT , Administrative Assistant III – Records |
| IMPLEMENTING UNITS | Records-in-Charge of the following Implementing Unit Schools: 1. GLAN SCHOOL OF ARTS AND TRADE 2. J.L. CHIONGBIAN NATIONAL TRADE SCHOOL 3. ALABEL NATIONAL HIGH SCHOOL |

3. The registration fee and travelling expenses of participants are chargeable against local funds subject to the usual accounting and auditing rules and regulations.

4. For inquiries, contact Mary Ann P. Eugenio at maryann.eugenio001@depd.gov.ph or records.sarangani@depd.gov.ph.



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5. For the information and compliance of all concerned.

RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent

Encl.: Regional Memorandum ASD-2025-044

Reference: As stated

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

PROGRAMS
RECORDS

Roel D. Balbareno/OSDS/MLA – conduct of technical assistance on strengthening records management practices
0896/September 24, 2025



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09 Sept 2025

REGIONAL MEMORANDUM
ASD-2025-044

**CONDUCT OF TECHNICAL ASSISTANCE ON STRENGTHENING RECORDS
MANAGEMENT PRACTICES**

To: Schools Division Superintendents
Staff of Administrative Division-Cash
All Others Concerned

- To strengthen the implementation of proper records management practices across DepEd Region XII and its Schools Division Offices (SDOs), the Regional Office, in coordination with the National Archives of the Philippines (NAP), will conduct **Technical Assistance on Records Management** on October 16, 2025 at a venue within Koronadal City (specific venue to be announced thru a separate issuance).
- The following are the objectives:
 - Records Disposition Program (RDP); and
 - Implementation of Records Disposition Schedule (RDS)
- The activity will be facilitated by Mr. Omar Mohktar M. Umag from the National Archives of the Philippines, who will provide technical guidance on records inventory and disposal in compliance with NAP guidelines.
- Enjoined to attend during the technical assistance are the following:

| | |
|-----------------|---|
| Regional Office | OIC-CAO of ASD, Records Section (AO V, ADA VI, Lineman I), Selected FDDCs |
| SDO | AO V-Admin, Records Unit (AO IV and 1 staff), Records in-charge of 3 different Implementing Units (IUs) |

- To defray expenses for food, honorarium of resource speaker and other related expenses, a registration fee of Eight Hundred Pesos only (P800.00) shall be charged each participant. The registration fee and traveling expenses of participants are chargeable against local funds subject to the usual accounting and auditing rules and regulations.
- To ensure smooth registration flow during the activity, **participants coming from the SDOs and IUs** are advised to register early via online link bit.ly/recordsManagement for confirmation on or before September 30, 2025. Likewise, **said participants** are encouraged to pay in advance through Philippine Veterans Bank, Koronadal City Branch with **Account Number: 0059-590000-154** and **Account Name: DEPED ROXII TRAININGS AND SEMINARS** on or before September 30, 2025. Deposit slip shall be uploaded through link <https://bit.ly/DepositSlipRecords> for the issuance of Official Receipt.



Prime Regional Government Center, Brgy. Carpenter Hill, City of Koronadal
Telephone Nos.: (083) 2288825/ (083) 2281893
Email Address: region12@depd.gov.ph
Website: depdroxil.org



Address: Capitol Compound, Maribulan, Alabel, Sarangani Province
Telephone No.: (083) 508-2039
Website: www.depedsarangani.com
Email Address: sarangani@depd.gov.ph



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7. Attached are the following for reference:
a. Enclosure 1: List of Participants from the Regional Office
b. Enclosure 2: Program of Activities.
8. For the information and compliance of all concerned.

Digitally signed by
Rocafort Carlito Dalisay
Adobe Acrobat Reader
version: 20.29.006.20380

CARLITO D. ROCAFORT
Director IV

Enclosure: As stated.
Reference: None
Allotment: None
To be indicated in the Perpetual Index
under the following subjects:

RECORDS MANAGEMENT
TECHNICAL ASSISTANCE

JJOL/ASD/RM- CONDUCT OF TECHNICAL ASSISTANCE ON STRENGTHENING RECORDS MANAGEMENT PRACTICES
045/ September 09, 2025



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Enclosure 2 to Regional Memorandum ASD-2025-044

INDICATIVE SCHEDULE OF ACTIVITIES

| Time | Activity | Person Responsible |
|--------------|---|---|
| 8:00-8:30am | Registration | All participants |
| 8:30-9:20am | Preliminaries: Government Employees Prayer Recitation of DepEd's Quality Policy Attendance Check Welcome Remarks Message Overview and Statement of Purpose | Secretariat Kathrine H. Lotilla OIC-OARD Carlito D. Rocafort Director IV Joseph Russel M. Farnazo SAO OIC-CAO Administrative Division |
| 9:21-12:00nn | Records Disposition Program Definition Objectives Requirements for Successful RDP Activity Workshop # 1 NAP Form 1 | Omar Mohktar M. Umag Archivist II National Archives of the Philippines |
| 12:01-1:00pm | Lunch Break | |
| 1:01-4:00pm | Implementation of RDS Definition Mode of Disposal Disposal Procedure Activity Workshop # 2 NAP Form 3 | Omar Mohktar M. Umag Archivist II National Archives of the Philippines |
| 4:01-4:30pm | Open Forum | Omar Mohktar M. Umag Archivist II |
| 4:31-4:45pm | Planning, Agreement and Next Steps | Jesse James O. Lamigo AO V-Records Section |
| 4:46-4:50pm | Giving of Certificate of Appreciation to the Speaker | Joseph Russel M. Farnazo OIC-CAO Administrative Division Jesse James O. Lamigo AO V-Records Section |
| 4:50-5:00pm | Closing Remarks | Joseph Russel M. Farnazo OIC-CAO Administrative Division |
| 5:00pm | Home Sweet Home | |



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