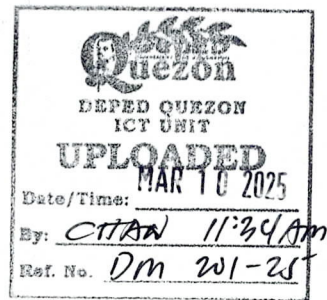




Republic of the Philippines  
**Department of Education**  
 Region IV-A  
 SCHOOLS DIVISION OF QUEZON PROVINCE



07 March 2025

**DIVISION MEMORANDUM**  
 DM No. 227, s. 2025

**DIVISION TRAINING ON BASIC RECORDS MANAGEMENT (BRM) AND  
 PROPER DOCUMENT HANDLING**

**To:** Assistant Schools Division Superintendents  
 Division Chiefs  
 Unit and Section Heads  
 Division Records Management Improvement Sub-Committee (RMI Sub-Committee)  
 All Others Concerned

1. This Office, through the Records Section, announces the conduct of the Division Training on Basic Records Management and Proper Document Handling on **March 28, 2025 (Friday)**, from 8:00 AM to 5:00 PM at Sevilla's Farm and Resort, Brgy. Domoit, Lucena City. Participants in this activity are the members of the Division RMI Sub-Committee. The list of participants and Program Matrix are attached to this Memorandum.
2. This activity aims to discuss the salient features of Republic Act No. 9470, otherwise known as the National Archives of the Philippines Act of 2007, and the DepEd Records Management Operations Manual to strengthen the administration of public documents and records in the Division.
3. In view of the participation of all Records personnel in the said activity, this Office hereby assigns the following personnel to render their services at the Records Section to ensure the continuous delivery of frontline services on the aforementioned date.

Name	Position	School / District	Window Assignment
<b>JANE B. HAGUNOY</b>	ADAS III	Mauban North I	1 <sup>st</sup> Congressional District
<b>MONETTE M. DAPITO</b>	ADAS II	Pili National High School	2 <sup>nd</sup> Congressional District
<b>KEN DAVEN L. AMPARO</b>	AO II	Buenavista II	3 <sup>rd</sup> Congressional District
<b>MA. IVY O. MAGHIRANG</b>	ADAS II	Danlagan National High School	4 <sup>th</sup> Congressional District

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4. The personnel assigned for continuous delivery of frontline services are also **requested to report to the SDO Pagbilao Records Section on March 27, 2025 (Thursday)**, for the proper endorsement of tasks to be performed.
5. Training, meal, and travel expenses for all participants shall be charged to the Division MOOE, subject to the usual auditing rules and regulations.
6. For the information and guidance of all concerned, immediate dissemination of this Memorandum is hereby desired.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

recsop-mjgm03/07/2025

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Enclosure No. 1

**LIST OF PARTICIPANTS**  
**DIVISION TRAINING ON BASIC RECORDS MANAGEMENT (BRM) AND**  
**PROPER DOCUMENT HANDLING**

**MARCH 28, 2025 (FRIDAY)**  
**8:00 AM TO 5:00 PM**

Unit/ Section	Name	Sex Ass
<b>OSDS</b>	1. Therese O. Pardo	F
	2. Resielle G. Coronacion	F
<b>OASDS</b>	3. Rena R. Rodil	F
	4. Marissa L. Maragay	F
	5. Marinel I. Obmerga	F
<b>Administrative Services</b>	6. Neil Joseph G. Vendiola	M
	7. Layla Anna B. Magtangob	F
<b>Personnel</b>	8. Lemuel B. Quitain	M
	9. Armella J. Aleman	F
<b>Cash</b>	10. Apollo B. Salanguit	M
	11. Ler P. De Rosas	F
<b>Supply</b>	12. Michelle P. De Mesa	F
	13. Ruel L. Driz, Jr.	M
<b>Procurement</b>	14. Ethel Rose E. Bele	F
<b>Accounting</b>	15. Clark H. Cadiz	M
	16. John Mhar Aguilar	M
<b>Budget</b>	17. Maria Rafaela Miguela Jimenez	F
	18. Jewel Lee J. Depusoy	F
<b>ICT</b>	19. Mark Nico F. Quindoza	M
	20. Wilbert B. Porteza	M
<b>Legal</b>	21. Jackqueline D. Nuyda	F
	22. Penelope Ann A. Villaflores	F
<b>CID</b>	23. Dessa Marie B. Dalmacion	F
	24. Raymond Q. Nieva	M
<b>LRMDS</b>	25. Aldren B. Libranda	M
	26. Sielo Maureen S. Deveza	F
<b>SGOD</b>	27. Jessica C. Mendoza	F
	28. Jemaica V. Alvarez	F
<b>Health</b>	29. Vincent Laurence B. Habito	M
	30. Maria Rosario C. Camilon	F
<b>EFS</b>	31. Amy T. Misa	F
	32. Gian Carlo O. Pardilla	M
<b>PAR</b>	33. Leah M. Abejo	F
	34. Alma M. Quiambao	F

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Unit/ Section	Name	Sex Ass
<b>TWG</b>	35. Sherelyn O. Pardilla	F
	36. Marisyll Judee G. Mendoza	F
	37. Angelo S. Raneses	M
	38. Roseth M. Flancia	F
	39. Aira May C. Perez	F
	40. Amador V. Capinpin	M
	41. John Christian A. Menguito	M
<b>Nurse on Duty</b>	42. Maria Cerila Almonte	F
<i>***Nothing Follows***</i>		

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**Enclosure No. 2**

**PROGRAM MATRIX**

<b>Time</b>	<b>Activity / Topic</b>	<b>Facilitator</b>
8:00 – 8:30am	National Anthem / Nationalistic Song Prayer DepEd Quality Policy Calabarzon Hymn Lalawigan ng Quezon Hymn	Audio Visual Presentation
8:30 – 8:45pam	Presentation of Training Ethics	<b>Roseth M. Flancia</b> Administrative Aide III, Records Section
	Presentation of Participants	
8:45 – 9:00 am	Opening Remarks	<b>Rommel C. Bautista, CESO V</b> SDS
9:05 – 9:10 am	Presentation of Rationale, Terminal Objective, and Enabling Objectives	<b>Marisyll Judee G. Mendoza</b> Administrative Assistant II, Records Section
9:10 – 12:00nn	<b>Part I. Orientation Proper</b> <ul style="list-style-type: none"> <li>• Salient Features of National Archives of the Philippines Act of 2007 (RA No. 9470)</li> <li>• General Provisions of DepEd Records Management Operations Manual</li> <li>• Classification and Filing</li> <li>• Workshop</li> </ul>	<b>Sherelyn Oroyo-Pardilla</b> AO IV, Records Section
12:00nn – 1:00 pm	<b>Lunch</b>	
1:00 – 1:05 pm	<b>Energizer</b>	Audio Visual Presentation
1:05 – 4:30 pm	<b>Part II. Orientation Proper</b> <ul style="list-style-type: none"> <li>• Access to Official Records</li> <li>• Security of Records</li> <li>• Protecting Legal Documents and Vital Records</li> <li>• Workshop</li> </ul>	<b>Sherelyn Oroyo-Pardilla</b> AO IV, Records Section
4:30 – 4:45 pm	Program Evaluation	M&E
4:45 – 5:00 pm	Closing Remarks	<b>Joepi F. Falquez</b> ASDS

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