



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

OFFICE MEMORANDUM
OM No. 002, s. 2021

March 17, 2021

DIVISION TRAINING ON BASIC RECORDS MANAGEMENT

To: OIC- Assistant Schools Division Superintendents, Division Chiefs, Section Heads, Selected Division Personnel and All Others Concerned

1. This Office through Records Section announces the conduct of **Division Training on Basic Records Management** on **March 25 and 26, 2021** from **8:00am to 5:00pm** at Sevilla's Farm and Resort, Brgy. Domoit, Lucena City which will be participated by selected Division personnel. Participants will be **divided into two batches** to strictly observe the physical distancing measures. *(Please see Enclosure No. 1)*
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 DepEd Records Management Operations Manual to strengthen the administration of the public documents and records in the Division.
3. To ensure the implementation of **health and safety protocol amid this Covid-19 pandemic**, the conduct of this activity shall comply with the existing *Inter-Agency Task Force-Emerging Infectious Diseases (IATF-EID) Guidelines and Policies*.
4. A Health Officer shall strictly monitor the minimum public health standards and provide medical assistance as necessary. Participants who are **over sixty-five years of age**, and those with **immunodeficiency, comorbidity, or other health risks**, and **pregnant women** shall not be required to participate in this activity. In addition, this office also advised those personnel who are taking their maintenance medication to bring their medicine.

DEPEDQUEZON-TM-SDS-04-010-004



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DEPED QUEZON	
UNLOADED	
Registration Number: DAC/R63/0218	
Date/Time:	3/22/2021
By:	Rommel
Ref. no.:	OM 002, s. 2021



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- Further, all participants are **required** to answer the online **Health Declaration Form** prior to the activity proper through this link <https://tinyurl.com/21HealthDeclaration-Trainings>. It is also a **must** to wear facemask and faceshield throughout the duration of the activity.
- Travel Order shall be prepared by the Records Section in coordination with the unit/section heads.
- Training, meal, and travel expenses of all the participants shall be charged against the Division MOOE subject to usual auditing rules and regulations.
- Please see the program matrix hereunder:

PROGRAM MATRIX

Time	Activity / Topic	Facilitator
8:00 – 8:30am	National Anthem / Nationalistic Song Prayer Calabarzon Hymn Quezon Hymn	Audio Visual Presentation
8:30 – 8:45pam	Presentation of Health and Safety Protocol Presentation of Participants	Amador V. Capinpin (SAA I) Roseth M. Flancia (ADA III)
8:45 – 8:55am	Opening Remarks	Gregorio A. Co. Jr. Gregorio T. Mueco OIC, Office of the ASDSs
8:55 - 9:00am	Inspirational Message	Elias A. Alicaya, Jr. OIC - Office of the SDS
9:05 – 9:10am	Presentation of Rationale, Terminal Objective and Enabling Objectives	Marisyll Judee G. Mendoza (AA II) Aira May C. Perez (AA III)
9:10 – 12:00nn	Part I. Orientation Proper <ul style="list-style-type: none">• Salient Features of National Archives of the Philippines Act of 2007 (RA No. 9470)• General Provisions of DepEd Records Management Operations Manual• Classification and Filing• Workshop	Sherelyn Oroyo-Pardilla AO IV, Records Section
12:00nn – 1:00pm	Lunch	
1:00 – 1:05pm	Energizer	Audio Visual Presentation
1:05 – 4:30pm	Part II. Orientation Proper	Sherelyn Oroyo-Pardilla

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	<ul style="list-style-type: none">• Access to Official Records• Security of Records• Protecting Legal Documents and Vital Records• Workshop	AO IV, Records Section
4:30 – 4:45pm	Program Evaluation	M&E
4:45 – 5:00pm	Closing Remarks	Herbert D. Perez OIC, Office of the ASDSs

9. For the information and guidance of all concerned, immediate dissemination of this memorandum is hereby desired.

ELIAS A. ALICAYA JR. EdD
Assistant Schools Division Superintendent
Officer in-charge
Office of the Schools Division Superintendent

recsop03/17/2021

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Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

Enclosure No. 1

LIST OF PARTICIPANTS
DIVISION TRAINING ON BASIC RECORDS MANAGEMENT SYSTEM

BATCH 1
MARCH 25, 2021 (THURSDAY)
8:00AM TO 5:00PM

Unit/ Section	Name	Designation	Sex
OSDS	1. Sarah Lynn V. Diala	AO II	F
OASDS	2. Anna Jean Ogerio	AO II	F
Admin	3. Arlene M. Tolentino	AO II	F
Personnel	4. Bryan R. Ladines	AA III	M
Legal	5. Jacqueline D. Nuyda	AA III	F
CID	6. Dessa Marie B. Dalmacion	ADA VI	F
LRMDS	7. Aldren B. Libranda	ADA VI	M
Budget	8. Alegria A. Medenilla	ADA VI	F
Accounting	9. Maylene G. Bacus	AA III	F
Cashier	10. Apollo B. Sanguit	AA II	M
Records	11. Epifania L. Dayahan	AA II	F
	12. Roseth M. Flancia	ADA III	F
	13. Aira May C. Perez	AA III	F
	14. Angelo S. Raneses	AA III	M
Supply	15. Michell D. Pornobi	AA III	F
Health	16. Vincent Laurence B. Habito	ADA VI	M
SGOD	17. Gloria G. Magtibay	AA III	F
ICT	18. Rommel T. Oczon	AA II	M
PAR	19. Leah M. Abejo	AA II	F
TWG	20. Sherelyn Oroyo-Pardilla	Records Officer II	F
	21. Regina V. Marino	SEPS	F
	22. Michelle G. Duma	EPS II	F
	23. Vincent Byron M. Rama	Nurse II	M
Total No. of Male Participants - 7			
Total No. of Female Participants - 16			

DEPEDQUEZON-TM-SDS-04-025-003



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BATCH 2
MARCH 26, 2021 (FRIDAY)
8:00AM TO 5:00PM

Unit/ Section	Name	Designation	Sex
OSDS	1. Rena R. Rodil	AA II	F
OASDS	2. Marissa L. Maragay	AAII	F
	3. Marinell I. Obmerga	ADA VI	F
Admin	4. Clark H. Cadiz	ADA	M
EFS	5. Danica May V. Jaranilla	AA III	F
Personnel	6. Resiele G. Coronacion	AA II	F
Legal	7. Floricel R. Lagos	AA III	F
CID	8. Raymond Q. Nieva	ADA VI	M
LRMDS	9. Sedinuelle Y. Aguila	AA II	F
Private	10. Clarissa G. Casana	Private School Secretary	F
Budget	11. Jeffrey E. Maaño	AA II	M
Accounting	12. Jan Pauline P. Billanes	AA II	F
Records	13. Susan M. Baluyut	ADA IV	F
	14. Amador V. Capinpin	Senior AA I	M
	15. Leovigildo V. Gaela	AA III	M
	16. Marisyll Judee G. Mendoza	AA II	F
Supply	17. Joy M. Sanchez	ADA VI	F
Cash	18. Ler P. De Rosas	Communications Equipment Operator III	F
PAR	19. Alma M. Quiambao	AA III	F
TWG	20. Sherelyn Oroyo-Pardilla	Records Officer II	F
	21. Regina V. Marino	SEPS	F
	22. Michelle G. Duma	EPS II	F
	23. Meybel C. Nantes	Nurse II	F
Total No. of Male Participants - 5			
Total No. of Female Participants - 18			

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Department of Education


AUTHORITY TO TRAVEL

Control No.

REGION IVA (CALABARZON) – DIVISION OF QUEZON PROVINCE

Date of Filing	March 19, 2021		
NAME	1. SHERELYN OROYO-PARDILLA (Administrative Officer IV) 2. REGINA V. MARINO (Senior Education Program Specialist) 3. MICHELLE G. DUMA (Education Program Specialist II) 4. VINCENT BYRON M. RAMA (Nurse II) 5. SARAH LYNN V. DIALA (Administrative Officer II) 6. ANNA JEAN OGERIO (Administrative Officer II) 7. ARLENE M. TOLENTINO (Administrative Officer II) 8. BRYAN R. LADINES (Administrative Assistant II) 9. JACKQUELINE D. NUYDA (Administrative Assistant III) 10. DESSA MARIE B. DALMACION (Administrative Aide VI) 11. ALDREN B. LIBRANDA (Administrative Aide VI) 12. ALEGRIA A. MEDENILLA (Administrative Aide VI) 13. MAYLENE G. BACUS (Administrative Assistant III) 14. APOLLO B. SALANGUIT (Administrative Assistant II) 15. EPIFANIA L. DAYAHAN (Administrative Assistant II) 16. ROSETH M. FLANCIA (Administrative Aide III) 17. AIRA MAY C. PEREZ (Administrative Assistant III) 18. ANGELO S. RANESES (Administrative Assistant III) 19. MICHELL D. PORNOBI (Administrative Assistant III) 20. VINCENT LAURENCE B. HABITO (Administrative Aide VI) 21. GLORIA G. MAGTIBAY (Administrative Officer II) 22. ROMMEL T. OCZON (Teacher II) 23. LEAH M. ABEJO (Administrative Assistant II)		
Position/ Designation	Please see above		
Permanent Station	Schools Division of Quezon Province		
Purpose of Travel	To attend Division Training on Basic Records Management		
Activity Organized/ Sponsored By	N/A		
Period Covered <i>(Inclusive of Travel Time)</i>	From	March 25, 2021	to March 25, 2021

ea

Please Check	<input checked="" type="checkbox"/> Official Business	<input type="checkbox"/> Official Time
Venue/Destination	M.I. Sevilla's Farm and Resort, Brgy. Domoit, Lucena City	
Expenses Covered	(subject to the usual accounting and auditing rules and regulations)	
Fund Source (Pap Code/...)	Division MOOE	
Recommending Approval:	Approved:	
HERBERT D. PEREZ Officer in-charge Office of the Assistant Schools Division Superintendent	 ELIAS A. ALICAYA JR. Assistant Schools Division Superintendent Officer in-charge Office of the Schools Division Superintendent	
Date: _____	Date: _____	



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Department of Education

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Control No.

REGION IVA (CALABARZON) – DIVISION OF QUEZON PROVINCE

Date of Filing

March 19, 2021

NAME

1. SHERELYN OROYO-PARDILLA (Administrative Officer IV)
2. REGINA V. MARINO (Senior Education Program Specialist)
3. MICHELLE G. DUMA (Education Program Specialist II)
4. MEYBEL C. NANTES (Nurse II)
5. RENA R. RODIL (Administrative Assistant II)
6. MARISSA L. MARAGAY (Administrative Assistant II)
7. MARINEL I. OBMERGA (Administrative Aide VI)
8. CLARK H. CADIZ (Administrative Aide)
9. DANICA MAY V. JARANILLA (Administrative Assistant III)
10. RESIELE G. CORONACION (Administrative Assistant II)
11. FLORICEL R. LAGOS (Administrative Assistant III)
12. RAYMOND Q. NIEVA (Administrative Aide)
13. SEDINUELLE Y. AGUILA (Administrative Assistant II)
14. CLARISSA G. CASANA (Private School Secretary)
15. JEFFREY E. MAAÑO (Administrative Assistant II)
16. JAN PAULINE P. BILLANES (Administrative Assistant II)
17. SUSAN M. BALUYUT (Administrative Aide VI)
18. AMADOR V. CAPINPIN (Senior Administrative Assistant I)
19. LEOVIGILDO V. GAELA (Administrative Assistant III)
20. MARISYLL JUDEE G. MENDOZA (Administrative Assistant II)
21. JOY M. SANCHEZ (Administrative Aide VI)
22. LER P. DE ROSAS (Communications Equipment Operator III)
23. ALMA M. QUIAMBAO (Administrative Assistant III)

Position/ Designation

Please see above list

Permanent Station

Schools Division of Quezon Province

Purpose of Travel

To attend Division Training on Basic Records Management

**Activity Organized/
Sponsored By**

N/A

Period Covered

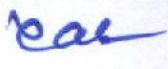
(Inclusive of Travel Time)

From

March 26, 2021

to

March 26, 2021

Please Check	<input checked="" type="checkbox"/> Official Business <input type="checkbox"/> Official Time	
Venue/Destination	M.I. Sevilla's Farm and Resort, Brgy. Domoit, Lucena City	
Expenses Covered	(subject to the usual accounting and auditing rules and regulations)	
Fund Source (Pap Code/...)	Division MOOE	
Recommending Approval: <div style="text-align: center;"> HERBERT D. PEREZ Officer in-charge Office of the Assistant Schools Division Superintendent </div> Date: _____	Approved: <div style="text-align: center;">  ELIAS A. ALICAYA JR. Assistant Schools Division Superintendent Officer in-charge Office of the Schools Division Superintendent </div> Date: _____	