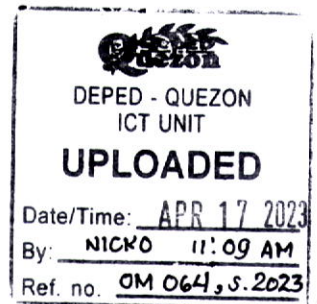




Republic of the Philippines
Department of Education
REGION IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



12 April 2023

OFFICE MEMORANDUM
DM No. 064, s. 2023

DIVISION TRAINING ON RECORDS DISPOSITION ADMINISTRATION

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

1. This Office through the Records Section announces the conduct of **Division Training on Records Disposition Administration** on **April 27 and 28, 2023** from **8:00 am to 5:00 pm** at Sevilla's Farm and Resort, Brgy. Domoit, Lucena City which will be participated by the Records Management Improvement Sub Committee Members enlisted in enclosure no.1 of this Memorandum. Participants will be divided into two batches to ensure continuous delivery of frontline services in the Division Office.
2. This activity is designed to provide Records Management Improvement Sub-Committee members with the knowledge and skills needed in implementing required standard policies on records disposition. The training will involve lectures, workshops, and open forum discussions.
3. Program matrix is presented in enclosure no. 2 of this Memorandum.
4. Locator Slip shall be prepared by each participant.
5. Training and meal expenses of all the participants shall be charged against the Division MOOE subject to usual auditing rules and regulations.

DEPEDQUEZON-TM-SDS-04-010-004



"Creating Possibilities, Inspiring Innovations"

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph



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

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 

recsop04/12/2023

DEPEDQUEZON-TM-SDS-04-010-004



"Creating Possibilities, Inspiring Innovations"

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph



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

Enclosure No. 1

LIST OF PARTICIPANTS / TWG
DIVISION TRAINING ON RECORDS DISPOSITION ADMINISTRATION (RDA)

BATCH 1
APRIL 27, 2023 (THURSDAY)
8:00 AM TO 5:00 PM

Unit/ Section	Name	Designation	Sex Assignment
OSDS	1. Sarah Lynn D. Oczon	AO II	F
OASDS	2. Rena R. Rodil	AA III	F
	3. Marinel I. Obmerga	ADA VI	F
Admin	4. Arlene M. Tolentino	AO II	F
Personnel	5. Bryan R. Ladines	AO II	M
Records	6. Epifania L. Dayahan	AA II	F
Cash	7. Apollo B. Salanguit	AA II	M
Supply	8. Michelle D. Pornobi	AA III	F
Budget	9. Jeffrey E. Maaño	AA III	M
CID	10. Dessa Marie B. Dalmacion	AA III	F
LRMDS	11. Aldren B. Libranda	ADA VI	M
Private	12. Clarissa G. Casana	Private School Secretary	F
Health	13. Vincent Laurence B. Habito	ADA VI	M
ICT	14. Rommel T. Oczon	Teacher II	M
PAR	15. Leah M. Abejo	AA II	F
Procurement	16. Hilariona E. Coronado	AO IV	F
TWG			
Records	17. Sherelyn O. Pardilla	AO IV	F
	18. Maria Dolores D. Atienza	AO V	F
	19. Marisyll Judee G. Mendoza	AA II	F
	20. Roseth M. Flancia	ADA III	F
	21. Angelo S. Raneses	AA III	M
Health	22. Vincent Byron M. Rama	Nurse II	M

DEPEDQUEZON-TM-SDS-04-025-003



"Creating Possibilities, Inspiring Innovations"

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph



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

LIST OF PARTICIPANTS / TWG
DIVISION TRAINING ON RECORDS DISPOSITION ADMINISTRATION (RDA)

BATCH 2
APRIL 28, 2023 (FRIDAY)
8:00 AM TO 5:00 PM

Unit/ Section	Name	Designation	Sex Assignment
OSDS	1. Floricel R. Lagos	AA II	F
OASDS	2. Marissa L. Maragay	AA III	F
Admin	3. Clark H. Cadiz	ADA VI	M
Personnel	4. Reylan L. Ranillo	AA II	M
Records	5. Susan M. Baluyut	ADA VI	F
	6. Leovigildo V. Gaela	AA III	M
Cash	7. Ler P. De Rosas	Communications Equipment Operator III	F
Supply	8. Honeylyn Besas	AA II	F
Budget	9. Rowena S. Adalim	AA III	F
CID	10. Raymond Q. Nieva	ADA VI	M
LRMDS	11. Krisca Anne C. Zaracena	ADA VI	F
Private	12. Clarissa G. Casana	Private School Secretary	F
SGOD	13. Shara S. Garcia	AA II	F
Health	14. Ma. Teresita M. Abella	Nurse II	F
Planning	15. Alma M. Quiambao	AA III	F
EFS	16. Danica May J. Dela Cruz	AA III	F
TWG			
Records	17. Sherelyn O. Pardilla	AO IV	F
	18. Maria Dolores D. Atienza	AO V	F
	19. Aira May C. Perez	AA III	F
	20. Amador V. Capinpin	Senior AA I	M
	21. Lemuel B. Quitain	ADA IV	M
Health	22. Vincent Byron M. Rama	Nurse II	M

DEPEDQUEZON-TM-SDS-04-025-003



"Creating Possibilities, Inspiring Innovations"

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph



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

Enclosure No. 2

PROGRAM MATRIX

Time	Activity / Topic	Facilitator
8:00 – 8:30 am	National Anthem / Nationalistic Song Prayer Calabarzon Hymn Lalawigan ng Quezon Hymn Energizer	Audio Visual Presentation Day 1: Angelo S. Raneses AA III Day 2: Lemuel B. Quitain ADA IV
8:30 – 8:40 am	Presentation of Participants	Day 1: Marisyll Judee G. Mendoza AA II Day 2: Amador V. Capinpin SAA I
8:40 – 8:50 am	Opening Remarks	Day 1: Herbert D. Perez ASDS Day 2: Maria Dolores D. Atienza Administrative Officer V
8:50 – 9:00 am	Inspirational Message	Rommel C. Bautista, CESO V SDS
9:00 – 9:20 am	Pre-Test	Day 1: Roseth M. Flancia ADA IV Day 2: Aira May C. Perez AA III
9:20 – 9:30 am	Presentation of Rationale, Terminal Objective, and Enabling Objectives	Day 1: Marisyll Judee G. Mendoza AA II Day 2: Aira May C. Perez AA III
9:30 – 12:00nn	Part I. Training Proper	Sherelyn Oroyo-Pardilla AO IV, Records Section
12:00nn – 1:00 pm	Lunch	
1:00 – 1:05 pm	Energizer	Audio Visual Presentation Day 1: Angelo S. Raneses AA III Day 2: Lemuel B. Quitain ADA IV
1:05 – 4:00 pm	Part II. Training Proper	Sherelyn Oroyo-Pardilla AO IV, Records Section

DEPEDQUEZON-TM-SDS-04-025-003



"Creating Possibilities, Inspiring Innovations"

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph



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

4:00 – 4:30 pm	Post-Test	Day 1: Roseth M. Flancia ADA IV Day 2: Aira May C. Perez AA III
4:30 – 4:45 pm	Program Evaluation	M&E
4:45 – 5:00 pm	Closing Remarks	Day 1: Maria Dolores D. Atienza Administrative Officer V Day 2: Herbert D. Perez ASDS

DEPEDQUEZON-TM-SDS-04-025-003



"Creating Possibilities, Inspiring Innovations"

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph