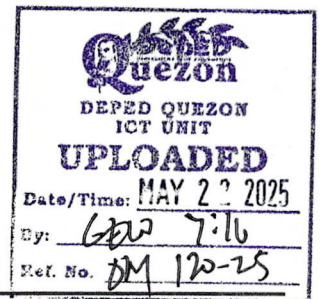




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



OFFICE MEMORANDUM
OM No. 120, s. 2025

19 May 2025

**DIVISION REORIENTATION ON THE CONDUCT OF PUBLIC RECORDS
INVENTORY**

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

In compliance with **Rule 25, Article 39 of the Implementing Rules and Regulations of Republic Act No. 9470**, otherwise known as the National Archives of the Philippines Act of 2007, this Office will conduct a reorientation program titled "**Division Reorientation on the Annual Conduct of Public Records Inventory.**"

The reorientation program is designed to **refresh and enhance** the knowledge, skills, and understanding of the Records Management Improvement Sub-Committee (RMI Sub-Committee) on the **Annual Inventory of Public Records**. It aims to ensure compliance with the principles, procedures, and best practices in records management, particularly the utilization of the **Automated Records Inventory System (ARIS)**.

Details of the reorientation program are as follows:

- o **Date:** May 28, 2025 (Wednesday)
- o **Time:** 1:00 pm to 5:00pm
- o **Venue:** Library Hub
- o **Target Participants:** 35 members of the RMI Sub-Committee (23 Male, 12 Female). Please see the attached file.

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The objectives of the reorientation program are as follows:

- understand the principles and procedures of the Annual Inventory of Public Records.
- utilize the General Records Disposition Schedule (GRDS) and DepEd Records Disposition Schedule (RDS).
- familiarize with the Automated Records Inventory System (ARIS).
- update the list of record holdings in the respective unit/section.
- identify and manage valueless documents.

All concerned members of the RMI Sub-Committee are directed to attend the reorientation program as scheduled and bring a laptop and extension wire for the workshop.

Immediate dissemination of this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

recsop05/19/2025

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Enclosure No. 1

LIST OF PARTICIPANTS
DIVISION REORIENTATION ON ANNUAL CONDUCT OF PUBLIC RECORDS INVENTORY

MAY 28, 2025 (WEDNESDAY)
1:00 PM TO 5:00 PM

Unit/ Section	Name
OSDS	1. Therese O. Pardo
	2. Resielle G. Coronacion
OASDS	3. Rena R. Rodil
	4. Marissa L. Maragay
	5. Marinel I. Obmerga
Administrative Services Personnel	6. Layla Anna B. Magtangob
	7. Lemuel B. Quitain
Cash	8. Armella J. Alemania
	9. Apollo B. Salanguit
Records	10. Ler P. De Rosas
	11. Marisyll Judee G. Mendoza
	12. Roseth M. Flancia
	13. Aira May C. Perez
Supply	14. John Christian A. Menguito
	15. Michelle P. De Mesa
Procurement	16. Ruel L. Driz, Jr.
	17. Ethel Rose E. Bele
Accounting	18. Clark H. Cadiz
	19. John Mhar Aguilar
Budget	20. Maria Rafaela Miguela Jimenez
ICT	21. Mark Nico F. Quindoza
Legal	22. Jackqueline D. Nuyda
CID	23. Dessa Marie B. Dalmacion
	24. Raymond Q. Nieva
LRMDS	25. Aldren B. Libranda
	26. Sielo Maureen S. Deveza
SGOD	27. Jessica C. Mendoza
Health	28. Vincent Laurence B. Habito
	29. Maria Rosario C. Camilon
EFS	30. Amy T. Misa
PAR	31. Leah M. Abejo
	32. Alma M. Quiambao
TWG	33. Sherelyn O. Pardilla
	34. Rommel T. Oczon
	35. Wilbert B. Porteza
Nothing follows	

DEPEDQUEZON-TM-SDS-04-025-003



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Enclosure No. 2

PROGRAM MATRIX

Time	Activity / Topic	Facilitator
1:00 – 1:30pm	Nationalistic Song Prayer DepEd Quality Policy Calabarzon Hymn Lalawigan ng Quezon Hymn	Audio Visual Presentation
1:30 – 1:35pm	Presentation of Participants	Roseth M. Flancia Administrative Aide III, Records Section
1:35 – 1:50pm	Opening Remarks	Joepi F. Falqueza ASDS
1:50 – 2:00pm	Presentation of Rationale, Terminal Objective, and Enabling Objectives	Marisyll Judee G. Mendoza Administrative Assistant II, Records Section
2:00 – 3:30pm	Part I. Reorientation Proper • NAP Cir. No. 02 - Rule 7 to 11 • NAP Cir. No. 04 - Guidelines on National Inventory of Records	Sherelyn Oroyo-Pardilla AO IV, Records Section
3:30 – 4:45pm	Part II. Reorientation Proper • Utilization of ARIS • Issues and Concerns	Sherelyn Oroyo-Pardilla AO IV, Records Section
4:45– 4:50pm	Program Evaluation	M&E
4:50 – 5:00pm	Closing Remarks	Maria Dolores D. Atienza AO V

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