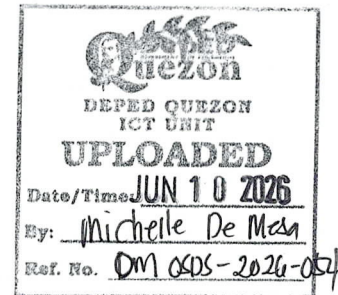




Republic of the Philippines
Department of Education
REGION IV-A - CALABARZON
SCHOOLS DIVISION OF QUEZON PROVINCE



June 10, 2026

OFFICE MEMORANDUM
OSDS-2026- 054

STRENGTHENING RECORDS MANAGEMENT: POLICY REITERATION ON PUBLIC RECORDS INVENTORY AND UTILIZATION OF THE AUTOMATED RECORDS INVENTORY SYSTEM (ARIS)

To: Assistant Schools Division Superintendents
Division Chiefs
Unit/Section Heads
Records Management Improvement Committee (RMIC)
RMI – Sub Committee Members
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 "**Strengthening Records Management: Policy Reiteration on Public Records Inventory and Utilization of the Automated Records Inventory System (ARIS).**"

The reorientation program aims to refresh and strengthen the knowledge, skills, and understanding of the Records Management Improvement (RMI) Sub-Committee on the Annual Inventory of Public Records. Specifically, it seeks to:

- a) reinforce compliance with records management principles, procedures, and best practices through the effective utilization of the Automated Records Inventory System (ARIS);
- b) enhance participants' understanding of the Annual Inventory of Public Records,
- c) promote the proper use of the General Records Disposition Schedule (GRDS) and DepEd Records Disposition Schedule (RDS);
- d) update the inventory of records holdings in their respective units or sections; and
- e) identify and appropriately manage valueless documents.

Details of the reorientation program are as follows:

- o **Date:** June 15, 2025 (Monday)
- o **Time:** 8:00 am to 5:00pm
- o **Venue:** Queen Margarette Hotel, Diversion Road, Lucena City

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Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Contact No.s: (042) 784-0366 | (042) 784-0164 |
(042) 784-0391 | (042) 784-0321
E-mail Address: quezon@deped.gov.ph
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- **Target Participants:** 38 members of the RMI Sub-Committee (12 Male, 26 Female). *Please see the attached file for the list.*

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



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Enclosure No.1 to OM-OSDS-2026- 054

LIST OF PARTICIPANTS

Unit/ Section	Name
OSDS	1. Therese O. Pardo
	2. Resielle G. Coronacion
OASDS	3. Alexandria C. Diaz
	4. Marissa L. Maragay
	5. Marinel I. Obmerga
Administrative Services	6. Neil Vendiola
Personnel	7. Lemuel B. Quitain
	8. Armella J. Alemania
Cash	9. Apollo B. Salanguit
	10. Ler P. De Rosas
Supply	11. Giovany A. Jamil
	12. Mernalyn S. Enriquez
Procurement	13. Ethel Rose E. Bele
Accounting	14. Clark H. Cadiz
	15. Sheena Mae Añonuevo
Budget	16. Maria Rafaela Miguela Jimenez
ICT	17. Mark Nico F. Quindoza
Legal	18. Jackqueline D. Nuyda
CID	19. Dessa Marie B. Dalmacion
	20. Raymond Q. Nieva
LRM	21. Clarrisa G. Casaña
	22. Sielo Maureen S. Deveza
SGOD	23. Jessica C. Mendoza
Health	24. Vincent Lawrence B. Habito
	25. Maria Rosario C. Camilon
EFS	26. Jozza G. Ayala
PAR	27. Leah M. Abejo
	28. Alma M. Quiambao
	29. Sherelyn O. Pardilla
TWG / Division RMIC	30. Marisyll Judee G. Mendoza
	31. Michelle P. De Mesa
	32. Earl Maynard J. Atentar
	33. Ma. Ivy O. Maghirang
	34. John Christian A. Menguito
	35. Wilbert B. Porteza
	36. Maria Dolores D. Atienza
	37. Rommel T. Oczon
Nurse-in-charge	38. Maria Nerissa A. Diego

Nothing follows

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Enclosure No.2 to OM-OSDS-2026- 054

PROGRAM MATRIX

Time	Activity / Topic	Facilitator
8:00 – 8:30am	National Anthem Prayer Calabarzon Hymn Lalawigan ng Quezon Hymn DepEd Quality Policy	Audio Visual Presentation Earl Maynard J. Atentar
8:30 – 8:45pm	Presentation of Participants	Ma. Ivy O. Maghirang ADAS II
8:45 – 8:55pm	Opening Remarks	Roselyn Q. Golfo ASDS
8:55 - 9:00am	Inspirational Message	Rommel C. Bautista, CESO V SDS
9:05 – 9:10am	Presentation of Rationale, Terminal Objective and Enabling Objectives	Michelle P. De Mesa ADAS III
9:10 – 12:00nn	Part I. <ul style="list-style-type: none">• 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
12:00nn – 1:00pm	Lunch	
1:00 – 1:05pm	Energizer	Audio Visual Presentation
1:05 – 4:30pm	Part II. <ul style="list-style-type: none">• Overview and Navigation of ARIS• Step-by-Step ARIS Utilization• Workshop	Sherelyn Oroyo-Pardilla AO IV, Records Section
4:30 – 4:45pm	Program Evaluation	Marisyll Judee G. Mendoza ADAS III
4:45 – 5:00pm	Closing Remarks	Maria Dolores D. Atienza AO V

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