



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



DEPED QUEZON
 RECORDS SECTION

UPLOADED

06.12.2026

Date/Time:
 By: S.O.Pardilla

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11 June 2026

OFFICE MEMORANDUM
 OSDS-2026- 056

ADDENDUM AND CORRIGENDUM TO OM-OSDS-2026-054, TITLED 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

This Office hereby announces the corrigendum to OM OSDS-2026-054, titled “*Strengthening Records Management: Policy Reiteration on Public Records Inventory and Utilization of the Automated Records Inventory System (ARIS)*,” as follows:

Correction:

From	To
Maria Rafaela Miguela Jimenez (<i>Budget</i>)	John Carlo Tinamisan (<i>Budget</i>)
Dessa Marie D. Gandia (<i>CID</i>)	Catherine A. Pureza (<i>Budget</i>)
Wilbert B. Porteza (<i>ICT</i>)	Wennie O. Gaela (<i>Personnel</i>)
Sheena Mae Añonuevo (<i>Accounting</i>)	Lunar Latonero (<i>Private</i>)

Addendum:

To ensure the smooth conduct of the workshop, participants were organized into groups to facilitate collaboration and the efficient implementation of activities. Please refer to the table below.

Group 1	Group 2	Group 3	Group 4
Therese O. Pardo	Neil Vendiola	Ethel Rose E. Bele	Raymond Q. Nieva
Resiele G. Coronacion	Lemuel B. Quitain	Clark H. Cadiz	Clarissa G. Casaña
Alexandria C. Diaz	Armella J. Alemania	Lunar Latonero	Sielo Maureen S. Deveza

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Group 1	Group 2	Group 3	Group 4
Marissa L. Maragay	Apollo B. Salanguit	John Carlo Tinamisan	Jessica C. Mendoza
Marinel I. Obmerga	Ler P. De Rosas	Mark Nico F. Quindoza	Vincent Lawrence B. Habito
Jackqueline D. Nuyda	Giovany A. Jamil	Leah M. Abejo	Maria Rosario C. Camilon
<i>Marisyll Judee G. Mendoza (TWG)</i>	Mernalyn S. Enriquez	Alma M. Quiambao	Jozza G. Ayala
<i>John Christian A. Menguito (TWG)</i>	<i>Michelle P. De Mesa (TWG)</i>	<i>Earl Maynard J. Atentar (TWG)</i>	<i>Ma. Ivy O. Maghirang (TWG)</i>
Nothing follows			

Each group should **bring one (1) laptop and an extension cord** to support the smooth conduct of the workshop activities.

All other provisions in the previous Memorandum shall remain in effect.

Immediate dissemination of this Memorandum is hereby desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

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