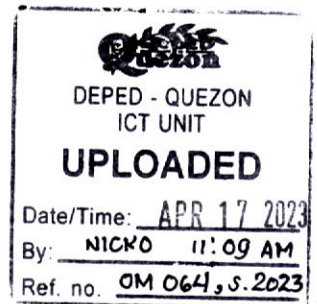




Republic of the Philippines
Department of Education
REGION IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



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.

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Email Address: quezon@deped.gov.ph
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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

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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

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