



Republic of the Philippines
DEPARTMENT of EDUCATION
REGION XI
SCHOOLS DIVISION OF DIGOS
DigosCity

May 15, 2017

DIVISION MEMORANDUM
No. 314, series 2017


SEMINAR WORKSHOP ON "RECORDS DISPOSITION ADMINISTRATION"

To: : Secondary Schools
Public Senior High School
All Concerned

1. Attached is a copy of the Regional Memorandum Number 116 series 2017 dated May 8, 2017 from Atty. Alberto T. Escobarte, CESO IV, Regional Director. This is in relation to the conduct of the seminar by the National Archives of the Philippines (NAP) which will be held on May 23-25, 2017 at Greenleaf Hotel, General Santos City.
2. Enclosed is the Invitation and the Nomination Form from the National Archives of the Philippines (NAP).
3. Accommodation, travel and other incidental expenses relative to the attendance of the said activity shall be charged to local funds, subject to the usual accounting and auditing rules and regulations.
4. Immediate dissemination to all concerned personnel is desired.

For and in absence of the


FELICIANO A. TAMONDONG, JR., Ed.D., CESO VI
Assistant Schools Division Superintendent
OIC-Office of the SDS


EMMANUEL P. HUGO
Chief Supervisor, SGOD
Officer-In-Charge

DepEd Schools Division Office

RELEASED
4639

date: 16 MAY 2017 time: 9:16

sv: 



Republika ng Pilipinas
**KAGAWARAN NG EDUKASYON
REHIYON XI**
Lungsod ng Dabaw




May 8, 2016

REGIONAL MEMORANDUM
No. 116 s. 2017

SEMINAR WORKSHOP ON "RECORDS DISPOSITION ADMINISTRATION"

To : Schools Division Superintendents
Region XI

1. The National Archives of the Philippines (NAP) will conduct a Seminar-Workshop on "Records Disposition Administration" to be held on May 23-25, 2017 at Greenleaf Hotel Gensan, San Miguel Street, General Santos City.
2. This seminar-workshop aims to increase office competence and workforce output in records and archives management as well as to enhance responsiveness of government personnel on the retention or disposal of enormous records.
3. Enclosed is the Invitation and the Nomination Form from the National Archives of the Philippines (NAP).
4. Accommodation, travel and other incidental expenses relative to the attendance of the above activity shall be charged to local funds, subject to the usual accounting and auditing rules and regulation.
6. Immediate dissemination to all concerned personnel.


ATTY. ALBERTO T. ESCOBAR, CESO IV
Regional Director

To be indicated in the Perpetual Index
Under the following subjects :

SEMINARS/TRAININGS RECORDS/ARCHIVES

ROA6/Sylvia

DEPARTMENT OF EDUCATION ROXI
RECORDS SECTION
RELEASED

By: 

Date: 5/8/17 Time: _____

NATIONAL ARCHIVES OF THE PHILIPPINES
 Training and Information Division
NOMINATION FORM

**SEMINAR-WORKSHOP on RECORDS DISPOSITION ADMINISTRATION to be held on
 May 23-25, 2017 at Greenleaf Hotel Gensan, San Miguel Street, General Santos City, South Cotabato**

Please send back this form through fax, e-mail or mail to the Training & Information Division,
 National Archives of the Philippines, VELCO Centre, R.S. Oca cor. Delgado Streets, Port Area,
 Manila on or before **May 17, 2017.**

IMPORTANT:

Confirmation shall be sent upon receipt of your accomplished nomination form within the above stated date. We will only accommodate 200 participants on a first come first serve basis. Seminar fee is Php 3,900.00. Payment in cash or checks and LDDAP shall be payable to National Archives of the Philippines and deposited to NAP Account No. 0012-113-005, Landbank, Intramuros Branch on or before registration. Payment will also be accepted at the NAP Training and Information Division, VELCO Centre, R.S. Oca cor. Delgado Streets, Port Area, Manila. Please bring and present your approved confirmation upon registration.

For registration/inquiries, please call Training and Information Division at telefax no. 521-6830 or email at gmpapa@nationalarchives.gov.ph / training_and_information@yahoo.com

Name: _____ Sex: _____ Age: _____ Birthdate: _____
(Print surname, first name, middle name)

Position/Designation: _____ Nickname: _____ Civil Status _____

Home Address: _____

Agency/Office: _____

Address: _____

Region: _____

(Area Code) +Tel. No. _____ Fax. No. _____ Mobile No. _____

E-Mail Address _____

Educational Attainment: _____

Previous Records Management Training/Seminar Attended	Date	Conducting Agency
_____	_____	_____
_____	_____	_____

(Use separate sheet if necessary)

Present Duties and Responsibilities:

Approving Official (Name in Print & Signature) _____ Position _____
