



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

May 15, 2017

**DIVISION MEMORANDUM**  
No. 315, series 2017


**SEMINAR WORKSHOP ON "RECORDS DISPOSITION ADMINISTRATION"**

To: : Myhrra Faye Ll. Bontia  
Administrative Officer IV-Records  
  
Helena O. Solon  
Administrative Aide VI-Records

1. You are hereby directed to attend the Seminar Workshop on Records Disposition Administration at Greenleaf Hotel, General Santos City on May 23-25, 2017.
2. Enclosed is the copy of the Regional Memorandum Number 116 series 2017, 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. For your information and compliance.

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

JepEd Schools Division Office of Digos

**RELEASED** 4639

Date: 16 MAY 2017 Time: 9:16

By: 



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



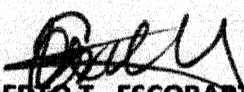
May 8, 2016

**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. ESCOBARTE, 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](mailto:gmpapa@nationalarchives.gov.ph) / [training\\_and\\_information@yahoo.com](mailto: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 \_\_\_\_\_  
 \_\_\_\_\_