

Republic of the Philippines **DEPARTMENT of EDUCATION**

REGION XI SCHOOLS DIVISION OF DIGOS

DigosCity

May 15, 2017

DIVISION MEMORANDUM No. 315, series 2017

SEMINAR WORSHOP 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

Chief Supervisor, SGOD

Officer-In-Charge

JepEd Schools Division or Div

Parte: 1 6 MAY 2017 Time: 9:16

BV:



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



May 8, 2016

REGIONAL MEMORANDUM No. 116 2017

SEMINAR WORKSHOP ON "RECORDS DISPOSITION ADMINISTRATION"

To

Schools Division Superintendents

Region XI

- 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.
- 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.
- 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.

Regional Director

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

> SEMINARS/TRAININGS **RECORDS/ARCHIVES**

DEPARTMENT OF EDUCATION ROX

ROA6/Sylvia

DEPARTMENT OF EDUCATION ROXI

RECORDS SECTION

By: \[17-05-\langle \rangle \rangle

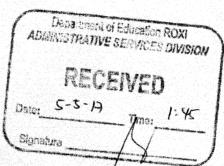
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Time: \(\frac{9:36}{2} \)



NATIONAL ARCHIVES OF THE PHILIPPINES Pambansang Sinupan ng Pilipinas

April 21, 2017



Sir/ Madam:

The National Archives of the Philippines as the institution/agency mandated for records management, is pleased to announce the conduct of a <u>Seminar-Workshop on "Records Disposition Administration" to be held op May 23-25, 2017 at Greenleaf Hotel Gensan, San Miguel Street, General Santos City, South Cotabato.</u>

This seminar-workshop is knowledge and skills oriented program devised 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 the enormous records they maintain. The training will involve lectures, workshops and open forum discussions.

We are inviting Department and Division Heads, Local Chief Executives, Records Officers, Managers, Custodians, Clerks, Secretaries and other personnel involved in handling/maintaining records to participate in this seminar-workshop.

This three-day live out program will only accommodate 200 participants on a first come first serve basis. Seminar fee of Php3,900.00 covers kit, handouts, certificates, snacks and lunch. 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. Payments will also be accepted at the NAP Training and Information Division, VELCO Centre, cor. R.S. Oca & A.C. Delgado Streets, Port Area, Manila.

We request that you send us back your accomplished nomination form to confirm your attendance to be listed in our database on or before May 17, 2017. Please present your approved confirmation upon registration.

TARO PLOYINGS PLANTED TO THE PLOYINGS

Very truly yours,

VICTORINO MAPA MANALO, C.E.S.E. Executive Director

By: -JANNE RAYES



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 attrappaa@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 & S	ignature) Position	