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Republika ng Pilipinas

Kagawaran ng Edukasyon

Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-1021-0079

MEMORANDUM

22 September 2021

For: **Undersecretaries and Assistant Secretaries
Bureau and Service Directors
Division Chiefs
Regional Directors and BARMM Education Minister
Schools Division Superintendents
All Others Concerned**

Subject: **VIRTUAL CAPACITY BUILDING PROGRAMS ON
RECORDS MANAGEMENT**

The Administrative Service-Records Division (AS-RD), in coordination with the National Archives of the Philippines (NAP), will conduct the following in-house virtual capacity building programs on records management:

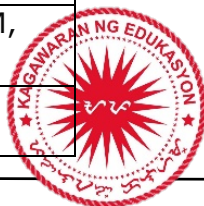
1. *Records Management and Services: Sustaining Best Practices under the New Normal and Beyond*

This webinar aims to

- increase the knowledge and skills needed in implementing required standard policies on records creation, control, maintenance, use, and disposition; and
- introduce and teach practical measures, best practices, and innovations to sustain quality records management and frontline services in the new normal.

Kindly refer to the following schedule per cluster:

Date (Thu-Fri)	Cluster	Regions/Office
04-05 Nov. 2021	1	I, II, III, IV-A, IV-B, V, NCR, CAR, and AS-RD
18-19 Nov. 2021	2	VI, VII, VIII, IX, X, XI, XII, CARAGA, BARMM, and AS-RD
02-03 Dec. 2021	3	Central Office (CO) and AS-RD



Office of the Undersecretary for Administration (OUA)

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]

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2. Records Counter Disaster Preparedness and Business Continuity

This webinar aims to provide knowledge and skills for its participants to cope with emergencies and disasters through prevention, response, and restoration initiatives.

Kindly refer to the following schedule per cluster:

Date (Thu-Fri)	Cluster	Regions/Office
11-12 Nov. 2021	1	I, II, III, IV-A, IV-B, V, NCR, CAR, and AS-RD
25-26 Nov. 2021	2	VI, VII, VIII, IX, X, XI, XII, CARAGA, BARMM, and AS-RD
09-10 Dec. 2021	3	CO and AS-RD

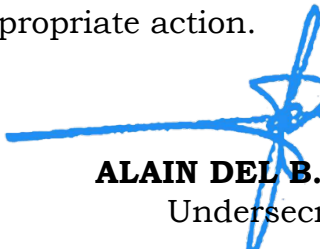

The expected participants of these activities are the following:

1. Records Officers of the Records Section-Regional Offices (RO)
2. Records Officers of the Records Unit-Schools Division Offices (SDO)
3. Designated Records Custodian of the CO

Each participant shall accomplish the online registration form through the link indicated in **Annex A**. This attachment also provides details on the distribution of participants per cluster and deadline for registration. Please note that the link for the webinar session proper shall be sent to the participants through their DepEd email addresses.

For more information, questions or concerns on this subject, kindly contact Ms. Rose Marie D. Moscoso of the AS-RD through 0906 646 3647. Likewise, Ms. Alma D. Apanay may be reached through 0935 877 8396. Both personnel may also be contacted through email at as.rd@deped.gov.ph.

For immediate dissemination and appropriate action.



ALAIN DEL B. PASCUA
Undersecretary



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Annex A

Distribution of Participants and Registration Links

Cluster	Region/ CO	RO (1 pax)	SDO (1 pax)	Total	Registration Link	Deadline of Registration
1	I	1	14	15	https://bit.ly/Records DivisionWebinarC1	27 Oct. 2021 Wednesday
	II	1	9	10		
	III	1	20	21		
	CAR	1	8	9		
	IV-A	1	21	22		
	IV-B	1	7	8		
	NCR	1	16	17		
	V	1	13	14		
	AS-RD			3		
Total				119		
2	VI	1	18	19	https://bit.ly/Records DivisionWebinarC2	10 Nov. 2021 Wednesday
	VII	1	13	14		
	VIII	1	13	14		
	IX	1	8	9		
	X	1	14	15		
	XI	1	10	11		
	XII	1	9	10		
	XIII	1	12	13		
	BARMM	1	10	11		
	AS - RD			3		
Total				119		
3	CO (1 pax/ office)			90	https://bit.ly/Records DivisionWebinarC3	24 Nov. 2021 Wednesday
	AS - RD			6		
Total				96		

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