



Republika ng Pilipinas
KAGAWARAN NG EDUKASYON
REHIYON XI
Lungsod ng Dabaw
Tanggapang Panrehiyon



Address: F. Torres Street, Davao City (8000)

website address: [http:// www.region11.deped.gov.ph](http://www.region11.deped.gov.ph)

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June 7, 2018

REGIONAL MEMORANDUM

No. 127 s. 2018

ONE-DAY ORIENTATION ON DOCUMENT CONTROL AND RECORDS MANAGEMENT IN THE CONTEXT OF QUALITY MANAGEMENT SYSTEM (ISO 9001)

TO : ALL SCHOOLS DIVISION SUPERINTENDENTS

1. The DepEd Regional Office XI, through the Records Section, Administrative Division, will conduct a One-Day Orientation on Document Control and Records Management in the Context of Quality Management System on June 20, 2018 at the RELC/NEAP XI (Pearl Room), E. Quirino Avenue, Davao City.
2. The said activity aims to provide the frontline services personnel with correct information and clear understanding on the concept, purpose, role, responsibility, requirements and benefits of Quality Management System in relation to the control and management of records received, released, transfer of non-current record, archival and disposal.
3. Participants in this activity are the following:

Office	Identified Participants	No. of Participants
Regional Office	Chief, Administrative Office	1
	SAO (Admin)	1
	AOV/HRMO & Staff (Admin)	2
	AOV/Records & Staff	5
	CLMD/Librarian	1
Division Office	Divisions Records Officers & Staff	22
	EPS/Panabo (Ma. Suzette Jadloc)	1
TOTAL		33

4. Travel and other incidental expenses relative to the attendance in the above activity shall be charged to local funds, subject to the usual accounting and auditing rules and regulations. Breakfast, lunch and two (2) snacks will be served, chargeable against Regional Funds.
5. First meal is breakfast on June 20, 2018 and last meal is afternoon snacks on June 20, 2018.
6. Immediate dissemination to all concerned personnel.

DEPARTMENT OF EDUCATION RO XI

RECORDS SECTION

RELEASED

By: [Signature]

Date: 6/7/18 Time: 8:00 am

[Signature]
ATTY. ALBERTO T. ESCOBARTE, CESO III
Regional Director

To be indicated in the Perpetual Index under the following subject
RECORDS PROCEDURE RULES/REGULATIONS

ROA6/sylvia



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CONFIRMATION SLIP

One-Day Orientation on Document Control and Records Management in the
Context of Quality Management System (ISO 9001)
June 20, 2018 at RELC-NEAP (Pearl Room), E. Quirino St., Davao City

Please send back this accomplished confirmation slip to confirm your attendance thru Fax @ (082)-225-0816 or email @ records.depedxi@deped.gov.ph on or before June 14, 2018.

Name of Division: _____

Address of Division: _____

This is to signify the attendance of the following to the One-Day Orientation on Document Control and Records Management in the Context of Quality Management System (ISO 9001)

Name of Participants	Designation
1) _____	_____
2) _____	_____

Signature Over Printed Name