



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY


04 July 2023

DIVISION MEMORANDUM
No. 291, s. 2023

**ORIENTATION ON BASIC FILE MANAGEMENT
AND INVENTORY OF RECORDS (BATCH 1)**

To: **Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Education Program Supervisors
Section Heads
All Others Concerned
This Division**

1. In compliance to DepEd Memorandum No. 133, s.2016 re: National Inventory of Public Records, the Records Unit will conduct an *Orientation on Basic File Management and Inventory of Records (Batch 1)* on **July 7, 2023**, 1:00 to 5:00 pm at the 2nd Floor Jade Building, Conference Room, DepEd El Salvador City Division Office.
2. This activity aims to capacitate the participants on basic file management principles and techniques as well as the conduct inventory of records based on the guidelines set by the National Archives of the Philippines (NAP).
3. The participants of the activity are the Designated Records-In-Charge of each unit in the Division Office. Kindly see attached Enclosure for the List of participants.
4. This Memorandum adheres with the Equal Opportunity Principle (EOP) in observing all policies and protocol of the said activity. Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender identity sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
5. For information, guidance, and compliance.


RANDOLPH B. TORTOLA
Schools Division Superintendent





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Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

Enclosure No. 1 to Division Memorandum No. _____

List of Participants
*Orientation on Basic File Management
and Inventory of Records (Batch 1)*
July 7, 2023

UNIT/SECTION	RECORDS-IN-CHARGE	POSITION
Accounting Unit	Quennie L. Arriego	Administrative Assistant II
Alternative Learning Services	Kenneth Jane C. Quilab	Teacher I
Bids And Award Committee (Bac) Unit	Andrei Cris L. Saguing	Administrative Assistant III
Budget Unit	Therese Charmaine Y. Estaño	Administrative Assistant I
Cashiering Unit	Adrian Gabriel D. Labadan	Administrative Assistant III
Curriculum Implementation Division	Nishi M. Abratiguin	Administrative Aide VI
Learning Resource Management System	Glenn John O. Isiderio	Project Development Officer II
Office of the Schools Division Superintendent	Shena Marie B. Abuhan	Administrative Aide VI
Office of the Assistant Schools Division Superintendent	Rheamie C. Magriña	Administrative Aide VI
Personnel Unit	Ruth A. Calubag	Administrative Assistant III
Property and Supply Unit	Honey Luz A. Sabuero	Administrative Officer II
School Governance and Operations Division	Maricris P. Quismundo	Senior Education Program Specialist -M&E

---End of List---

Encl.: As stated
To be indicated in the Perpetual Index
under the following subjects:

ORIENTATION RECORDS

