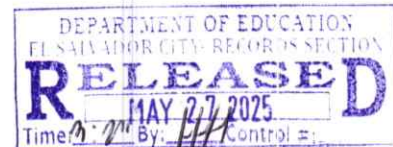




Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



May 26, 2025

DIVISION MEMORANDUM
No. 174, s.2025

ORIENTATION ON BASIC RECORDS MANAGEMENT FOR SCHOOL BASED NON-TEACHING PERSONNEL (ADMINISTRATIVE OFFICER II AND REGISTRAR I)

To: **Assistant Schools Division Superintendent**
Chief CID, SGOD
Education Program Supervisors
School Based Administrative Officer II
School Registrar I
This Division

1. Pursuant to Deped Memorandum No. 133, s.2016 re: National Inventory of Public Records, the Records Section will conduct an Orientation on Basic Records Management for School Based Non- Teaching Personnel on **June 4, 2025**, 1:00 pm to 5:00 pm at 2nd Floor Diamond 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 School Based Administrative Officer II and Registrar I (Designated School Records In-Charge). Kindly see attached Enclosure for the List of participants.
4. This Division 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

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

ORIENTATION RECORDS

OSDS/ERI



Address: Zone 3, Tuburan, Poblacion, El Salvador City
Telephone Nos.: (088) 882-6326
Email Address: elsalvador.city@deped.gov.ph
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Republic of the Philippines
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Enclosure No. 1 to Division Memorandum No. 174, s.2025

List of Participants

Orientation on Basic Records Management for School Based Non-Teaching Personnel
June 4, 2025

Name	Position
Honey Luz S. Nacua	Administrative Officer II
Dianne L. Suguilon	Administrative Officer II
Jenice Mae L. Malaco	Administrative Officer II
Kemberly D. Oco	Administrative Officer II
Rodrigo N. Valmoria, Jr.	Administrative Officer II
Eulita M. Castillo	Administrative Officer II
Clark Airon G. Unson	Administrative Officer II
Nick C. Ratunil	Administrative Officer II
Rosa Maria M. Rebusto	Administrative Officer II
Leabeth P. Salva	Administrative Officer II
Samantha Ellis M. Geñoso	Registrar I

----End of List----

OSDS/ERI



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