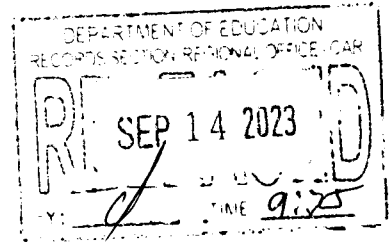




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



12 September 2023

REGIONAL MEMORANDUM


No. **526.2023**

CONDUCT OF LEADING WITH HOPE CLUSTER 3, SERIES 4: RECORDS MANAGEMENT AND DOCUMENT TRACKING SYSTEM (DTS) TRAINING

To: Schools Division Superintendents
All Other Concerned
All Divisions

1. Pursuant to DepEd Order No. 040, s. 2021, this Office through the National Educators Academy of the Philippines in the Region (NEAPR) shall conduct Series 4: Innovative Leadership Training in the Dynamic Workplace (iLEAD) for Records Management and DTS on **September 24-26, 2023** at the NEAPR Hall, Wangal, La Trinidad, Benguet.
2. This series aims to capacitate the regional team in the implementation of a digital records management and document tracking system to streamline record-keeping processes and enhance document security. Specifically, participants shall be able to:
 - a. explain the key principles and concepts of digital records management, including metadata, indexing, and retention policies, with a focus on compliance with relevant regulations;
 - b. utilize the digital records management system to input, retrieve, and organize documents effectively, ensuring the accurate application of metadata and indexing protocols; and
 - c. draft the contextualized Records Management Manual.
3. Target participants, matrix and training mechanics are attached in Enclosure 1 for reference.
4. The RO Chiefs and Section or Unit Heads, and SDO SDS shall submit the nominated participant using the template in Enclosure 2 **before September 18, 2023** via car.hrdd@deped.gov.ph.
5. Training expenses shall be charged to the Organizational and Professional Development for Non-Teaching Personnel (OPDNTP) Fund while travel expenses shall be charged to local funds, both subject to existing accounting and auditing rules and regulations.
6. Should there be queries and/or clarifications, please contact Rosita Agnasi, OIC-HRDD or Laureen Likigan, SEPS-HRDD through email address at car.hrdd@deped.gov.ph.
7. Immediate dissemination of and strict compliance with this Memorandum is desired.


ESTELA P. LEON-CARIÑO EdD, CESO III
Director IV/ Regional Director

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A. TARGET PARTICIPANTS

Participants	No. of Participant per SDO/ RO	Total Participants
RD, ARD		2
CES: RO-HRDD and CAO, ASD		2
Training Team (HRDD, Records, ICTU)		3
Representatives from RO Divisions/ Sections/ Units	1	24
Regional Office Sub Total		31
Records Officers (SDO)*	1	8
IT Officers (RO and SDO)*	1	8
SDO Representative from the Schools	1	8
Schools Division Office Sub Total		24
Resource Speaker	1	1
		56

B. TRAINING MATRIX

Time	Day 0 Sept 24	Day 1 Sept 25	Day 2 Sept 26
8:00		Opening Program	MOL
8:30		S1. Overview of Records Management – Article IV of RA 9470	S5. DepEd CAR Document Tracking System -Jumar B. Yago-an
9:00		Health Break	
10:00		S2. Generally Accepted Records Keeping Principles	S6. Review of current processes and proposed innovations -Daisy P. Eswat
10:15		Health Break	
11:00		S3. Basic Records Management System and Disposition	Writeshop: Contextualized Records Manual -Daisy P. Eswat
12:00		Health Break	
1:00		S4. Data Privacy Act of 2012 -Atty. Vanessa B. Flora	Presentation of Contextualized Records Manual
2:00		Health Break	
3:00		Arrival and accomplishment of PreTest	Closing program
3:15	Accomplishment of Daily Journals		
4:00	Accomplishment of QAME Forms, TWG Debriefing/ Meeting		
5:00			
6:00			

C. TRAINING MECHANICS AND TERMS OF REFERENCE

To enable attainment of activity objectives, the following conditions shall be met:

1. *Training management shall ensure isolation of participants from possible distraction which may compromise the overall result of the activities scheduled;*
2. *All participants shall secure pertinent permission from their immediate supervisors to ensure their 8-hour closed door stay at the hall as stipulated in the signed commitment forms; and*
3. *Immediate supervisors shall sign the same commitment to guarantee the participant's focus, openness and continuity of thoughts in the sharing of current situation.*

Nomination Form

DIVISION / SECTION / UNIT:		RECOMMENDED PARTICIPANTS	SIGNATURE OF CONFORMANCE
		<i>(As observed in the actual performance of duties and responsibilities, additional participants can be noted in the Remarks portion-To be filled up by Functional Division Chiefs and Unit/ Section Heads)</i>	<i>(To be signed by endorsed personnel after consultation/ coaching/ mentoring of the immediate supervisor. Agrees to enclosed Training Obligations)</i>
Names of Personnel:			
1			
2			
<p>Please return this Form to the HRDD before September 18, 2023</p>		<p>The training above are identified needs as stated in the Individual Professional Development Plan of the identified personnel.</p> <p>NAME AND SIGNATURE OF IMMEDIATE SUPERVISOR</p>	<p>The signature above signifies the personnel's conformance to the following training obligations:</p> <ol style="list-style-type: none"> 1. Effective task management to allow undivided attention during the 8-hour sessions (This includes arrangements with the immediate supervisor prior training); 2. Submission of complete outputs before September 28, 2023; and 3. Application of L&D learning in the workplace