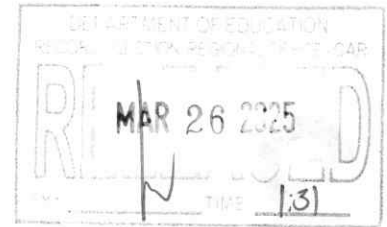




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



25 March 2025

REGIONAL MEMORANDUM
NO. 220.2025

**UPDATES ON THE TRAINING OF TRAINERS (TOT) ON THE UTILIZATION
OF DOCUMENT TRACKING SYSTEM AND ELECTRONIC RECORDS
MANAGEMENT CUM BENCHMARKING**

To: Assistant Regional Director
RO Functional Division Chiefs
Schools Division Superintendents
All others concerned

1. Relative to RM No. 201 s. 2025 **"Training of Trainers (TOT) on the Utilization of Document Tracking System (DTS) and Electronic Records Management (ERM) cum Benchmarking"** on April 1-4, 2025, the venue will be in **Swiss-Belhotel Blulane, 609 Tomas Mapua St., Sta. Cruz, Manila.**
2. The final participants and final program of activities are attached in Enclosure 1 for reference.
3. Should there be queries and/or clarifications, please contact Maksim A. Botilas, CAO-ASD through email address at car@deped.gov.ph.
4. For information and guidance of all concerned.


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

Digitally signed by ESTELA P.
LEON-CARIÑO EdD, CESO III
Date: 2025.03.26 09:51:15 +08'00'

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Particulars	NO.
ORD	3
▪ Cyrille Gaye B. Miranda	
▪ Jumar B. Yago-an	
▪ Clinton P. Bugtong	
ASD	4
▪ Cornelia D. Adaci-Dulnuan	
▪ Daisy P. Eswat	
▪ Jayb B. Ngateg	
▪ Cleto Simon Jr.	
Functional Divisions (RMIC Member or representative)	
ASD	2
▪ Lilia A. Banawe	
▪ Sandra C. Tarem	
ESSD	1
▪ Georgina C. Ducaiso	
Finance	1
▪ Laarni J. Benjok	
FTAD	1
▪ Carl Elton P. Temporal	
HRDD	2
▪ Rosita C. Agnasi	
▪ Laureen B. Likigan	
ORD	1
▪ Atty. Vanessa B. Flora	
PPRD	1
▪ Ethielyn E. Taqued	
QAD	1
▪ Jose Lorenzo J. Cobarrubias	
Abra	2
▪ Wilma Pacapac	
▪ Marlou Borja	
Apayao	2
▪ Joselito Tabangcura	
▪ Iyalee Manaysay	
Baguio City	2
▪ Arian Bangse-il	
▪ Harris G. Dizon Jr.	
Benguet	2
▪ Melvin Alfredo	
▪ Bryan Lidua	
Ifugao	2
▪ Marielle Kesiah D. Tul-o	
▪ Merlyn D. Balanni	
Kalinga	2
▪ Christopher D. Libunao	
▪ Michelle E. Alagoy	
Mt. Province	2
▪ Lorraine P. Wangdali	
▪ Loida Elaine G. Tibong	
Tabuk City	2
▪ Lovelyn L. Mukay	
▪ Allan S. Dumalsin	
Total	33



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Training of Trainers (TOT) on the Utilization of Document Tracking System and Electronic Records Management cum Benchmarking at the NAP Office for Regional and Schools Division Office Records Handlers and Information Technology Officers

April 1-4, 2025

Time	Activity	Objectives and Outputs	Personnel In-Charge
Day 0 April 1, 2025 Arrival and billeting /Dinner			
Day 1 April 2, 2025			
8:30-9:00	Preliminaries	Set the tone for the activity	HRDD
9:00-10:00	S1. NAP General Circular No. 1 “Rules and Regulations Governing the Management of Public Records and Archives Administration”	Explain the rules and regulations governing public records and archives administration and integrate them into existing records management systems	TERENCE MICHAEL TABLIZO <i>Supervising Records Management Analyst-National Archives of the Philippines</i>
10:00-10:15	Health Break		
10:15-12:00	S2. Identify and Categorize Records for Disaster Preparedness	Classify records as vital, important, or useful and develop appropriate strategies for their protection and recovery.	
12:00-1:00	Lunch Break		
1:00-2:00	Continuation of Session 2		
2:00-3:00	S3. Implementing Electronic Records Management (ERM) Policy (MC No. 2104-01)	Adapt electronic records management practices and ensure compliance with digital archiving standards	
3:00-3:15	Health Break		
3:15-5:00	Continuation of Session 3		
5:00-5:15	Evaluation and Debriefing (PMT and RPs)		
Day 2 April 3, 2025			
8:30-9:00	Preliminaries	Provide a recap of Day 1	SDO participants
9:00-10:00	GROUP 1&2: Immersion Activity at the National Archives of the Philippines (NAP) GROUP 3&4: Workshop proper for sessions 1 to 3	Observe and learn from best practices in records management, archiving, and disaster recovery planning to enhance institutional processes.	TERENCE MICHAEL TABLIZO / Training and Information Team- National Archives of the Philippines
10:00-10:15	Health Break		

10:15-12:00	Processing of immersion observations		
12:00-1:00	Lunch Break		
1:00-3:00	GROUP 3&4: Immersion Activity at the National Archives of the Philippines (NAP) GROUP 1&2: Workshop proper for sessions 1 to 3		
3:00-3:15	Health Break		
3:15-5:00	Processing of immersion observations		
5:00-5:15	Evaluation and Debriefing (PMT and RPs)		
Day 3 April 4, 2025			
8:30-9:00	Preliminaries	Provide a recap of Day 1	RO participants
9:00-10:00	Continuation of Workshop Preparation of Workplace Application Plan		HRDD
10:00-10:15	Health Break		
10:15-12:00	Presentation of Polished Outputs (4 mins per group)		HRDD
12:00-1:00	Lunch Break		
1:00-3:00	Summary of Points for Improvement		CORNELIA D. ADACI-DULNUAN SAO-ASD
3:00-3:15	Evaluation and Debriefing (PMT and RPs)		
3:15-4:00	Closing Program		HRDD