



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF BULACAN

DIVISION MEMORANDUM
NO. 115 S. 2023

**ECHO TRAINING/SEMINAR ON RECORDS MANAGEMENT AND THE RELATED
LAWS, POLICIES, AND GUIDELINES**

To: School Heads (Elementary and JHS)
Division Records Unit Staff
Newly Hired Administrative Officers II & Select (Elementary and JHS)
Select Administrative Assistants II
All Others Concerned

1. The DepEd SDO Bulacan Records Unit will conduct a Two-Day Echo Training/Seminar on Records Management and The Related Laws, Policies and Guidelines on June 15-16, 2023, 8:00 AM-5:30 PM at the KLIR Waterworld Resort, Guiguinto, Bulacan.
2. This activity targets the following objectives:
 - a. Capacitate participants on records management roles and responsibilities.
 - b. Increase participants' awareness of the accountabilities attached to the records management functions.
 - c. Introduce the vital role of technology in the effective and efficient implementation of the required standard policies on records management.
 - d. Update participants of the existing laws, policies, and guidelines relative to information management
3. The topics to be discussed are the following:
 - a. Records Management System & RA 9470 or the National Archives of the Philippines (NAP);
 - b. DepEd's Records Management Program
 - c. Republic Act 10173- Data Privacy Act
 - d. RA 11032 or the Ease of Doing Business in the Government
 - e. Freedom of Information Program of the Department of Education
 - f. Department of Education Manual of Styles (DMOS)
 - g. The Link between Records and Information Technology
 - h. Division Transaction Monitoring System (TMS)
 - i. Professionalism in the Workplace in relation to RA 6713
4. Participants to this activity are the newly hired Administrative Officers II and select Administrative Assistants II of the division.
5. A post test shall be conducted at the end of the 2-day seminar, and the certificate of completion shall only be issued a month after the participants performed the learnings gained from the training, and upon the recommendation of the school head/immediate superior.





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6. Enclosed to this Memorandum are:
 - a. Training Matrix
 - b. List of Participants
 - c. Training Program Management Team

7. Expenses to be incurred in the conduct of this activity shall be charged against the Division Inset Fund subject to the usual accounting and auditing rules and regulations.

8. This Memorandum shall serve as the travel authority of all the participants.

9. Immediate and wide dissemination of this Memorandum is enjoined.


NORMA P. ESTEBAN, EdD, CESO V
Schools Division Superintendent

*Records Unit
May 30, 2023*





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Enclosure No. 1

TRAINING MATRIX

Schedule	Day 1 (June 15, 2023)	Day 2 (June 16, 2023)
8:00 – 8:30 a.m.	Registration/Breakfast	
8:30 – 9:00 a.m.	Opening Program	RECAP
9:00 – 10:15 a.m.	SESSION 1 <i>Professionalism in the Workplace in Relation with RA 6713</i> MARILENE G. RAMOS, LPT, MAT Senior Education Program Specialist	SESSION 5 (8:30 am) <i>Records Management Roles and Responsibilities and the DepED Records Management Program</i> LORENA P. BODOSO Administrative Officer IV
10:15 a.m.–10:30 a.m.	HEALTH BREAK/SNACK	
10:30 a.m. –12:00nn.	SESSION 2 <i>Implementation Guidelines on the Freedom of Information (E.O. No. 2, 2016)</i> BRYAN AMIEL F. DE JESUS, LPT Senior Education Program Specialist Division Information Officer (Designated)	SESSION 6 <i>Recognizing the Link between records and information technology (Digitized System in Records Management)</i> RICHARD C. BIGLETE Information Technology Officer I
12:00 a.m. –1:15 p.m.	LUNCH BREAK	
1:15 p.m. – 2:30 p.m.	SESSION 3 <i>Deped Manual of Styles (DMOS) D.O. No. 30, s. 2019</i> MICHELLE B. BALATBAT Principal I Lambakin Elementary School Marilao South District	SESSION 7 Data Privacy Act and its Implementing Rules & Regulations & R.A. 11032 ATTY. ELMER D. LOPEZ Attorney III (Legal Officer)
2:30p.m. – 3:30 pm	SESSION 4 <i>Principles & Practices of Records Management</i> JOSEFINA S. PEDROCHE Administrative Officer V	SESSION 8 <i>The Transaction Monitoring System (TMS) of the Schools Division of Bulacan</i> LORENA P. BODOSO Administrative Officer IV
3:00 p.m. – 3:15 p.m.	HEALTH BREAK	
3:15 p.m. – 4:00 p.m.	Continuation of Session 4	
4:00 p.m. – 5:00 p.m.	SESSION 7 Certification, Authentication and Verification (School Setting) ALVIN CRUZ Administrative Officer II (Cambaog NHS)	Post Test, Graduation, and Closing Program
5:30 p.m.		



LIST OF PARTICIPANTS ELEMENTARY

DISTRICT/SCHOOL	NAME	POSITION
ANGAT	OLIVIA ANN D. SANTOS	ADMIN. OFFICER II
BALIWAG NORTH	MARICEL T. CRUZ	ADMIN. OFFICER II
BALIWAG SOUTH	GEM RICELLA MINELLI R. ALHAMBRA	ADMIN. OFFICER II
BOCAUE	ERNEST YGAN DG. DE GUZMAN	ADMIN. OFFICER II
	IVAN MOWIE B. MOLINA	ADMIN. OFFICER II
	KATE EDRIENNE C. ROQUE	ADMIN. OFFICER II
	DANICA S. GARCIA	ADMIN. OFFICER II
BULAKAN	ESTER GRACE G. JOSON	ADMIN. OFFICER II
	EMERSON A. CARREON	ADMIN. OFFICER II
	RICA DANIELLE R. CABERTO	ADMIN. OFFICER II
BUSTOS	MICHAEL M. YUMUL	ADMIN. OFFICER II
	JOVAN R. COLARINA	ADMIN. OFFICER II
CALUMPIT NORTH DISTRICT	RAINIELL G. ZIALCITA	ADMIN. OFFICER II
CALUMPIT SOUTH DISTRICT	MA. RITA S. BUFA	ADMIN. OFFICER II
DRT	RHOWELYN T. VALENCIA	ADMIN. OFFICER II
	ALJON JOSEPH C. TOLENTINO	ADMIN. OFFICER II
	NINA FATIMA S. ZACARIAS	ADMIN. OFFICER II
	CASELYN S. SOLOMON	ADMIN. OFFICER II
	MARC ALLEN H. VALENCIA	ADMIN. OFFICER II
	ARLA DR. LACANILAO	ADMIN. OFFICER II
	CARESS MAY E. DELA PEÑA	ADMIN. OFFICER II
	JAMAICA C. PASCUAL	ADMIN. OFFICER II
	ARMEL JOSEPH L. ANILLO	ADMIN. OFFICER II
	MARIO A. EUGENIO JR.	ADMIN. OFFICER II
	LAILANIE C. PASCUAL	ADMIN. OFFICER II
GUIGUINTO	RACHEL MARIZ P. VASALLO	ADMIN. OFFICER II
HAGONOY EAST	RALPH RONNYEL E. TECSON	ADMIN. ASST II
HAGONOY WEST	RODOLFO R. GASPAR	ADMIN. OFFICER II
	RICHARD D. ADVINCULA	ADMIN. OFFICER II
	JULIENNE IRA DG. PEREZ	ADMIN. OFFICER II
	MA. LEONORA O. PAJE	ADMIN. OFFICER II
MARILAO NORTH	JOHN RAY POLINGA	ADMIN. ASST II
MARILAO SOUTH	JACKLYN V. PABATANG	ADMIN. OFFICER II
	ROMEL U. NAZARINO	ADMIN. OFFICER II
NORZAGARAY EAST	MARIMAR L. REYES	ADMIN. OFFICER II
	ROD ROYCE M. ANDRES	ADMIN. OFFICER II

OBANDO		MARY ANN M. RAMOS	ADMIN. OFFICER II
PANDI NORTH DISTRICT		MANNY D. SANTOS	ADMIN. OFFICER II
		ALYZZA ANN S. VALMADRID	ADMIN. OFFICER II
		CEDRICK P. CHUA	ADMIN. OFFICER II
		MELISSA P. ILETO	ADMIN. OFFICER II
PANDI SOUTH DISTRICT		MARLENE R. RODROGUEZ	ADMIN. OFFICER II
		JESSA P. CRUZ	ADMIN. OFFICER II
		ANA KATRINA C. HILARIO	ADMIN. OFFICER II
		ALEXA RHOYE GONZALES	ADMIN. OFFICER II
PAOMBONG DISTRICT		KRISTINE DIANE Y. DE GUZMAN	ADMIN. OFFICER II
		NERISSA U. NICOLAS	ADMIN. OFFICER II
		REGAN I. SANTIAGO	ADMIN. OFFICER II
		ROWEL A. REYES	ADMIN. OFFICER II
PLARIDEL		MARICEL MAGPAYO	ADMIN. ASST II
PULILAN		AUREA COMENDADOR	ADMIN. OFFICER II
		ROWELL ROXAS	ADMIN. OFFICER II
SAN ILDEFONSO NORTH		CHARITO GUMABON	ADMIN. OFFICER II
		RONALD VICTORIA	ADMIN. OFFICER II
SAN ILDEFONSO SOUTH		MARA KLARISSA D. NAMBAYAN	ADMIN. OFFICER II
		RIALYN A. NORCIO	ADMIN. OFFICER II
		CHRISTIAN DOMINIC V. GALANG	ADMIN. OFFICER II
		PRINCESS A. BANAG	ADMIN. OFFICER II
		ALONICA B. CRUZ	ADMIN. OFFICER II
SAN MIGUEL CENTRAL		GERALYN V. OBILLO	ADMIN. OFFICER II
		JENLYN E. MACALINAO	ADMIN. OFFICER II
		LORAIN ANNE SM. CRUZ	ADMIN. OFFICER II
		MA. ALVIRA ALEXA NICA M. MANUZON	ADMIN. OFFICER II
		ALDRIN S. FELICIANO	ADMIN. OFFICER II
		MARY JENELLE DC. VILLAPANE	ADMIN. OFFICER II
		CASSANDRA AMORANTO	ADMIN. OFFICER II
SAN MIGUEL NORTH		JOY ANGELI C. ROXAS	ADMIN. OFFICER II
		SHAIRA MAE C. ARIZ	ADMIN. OFFICER II
		GLADYS B. STO. DOMINGO	ADMIN. OFFICER II
		ADRIAN PAUL L. ANILLO	ADMIN. OFFICER II
		CEDRIC A. REYES	ADMIN. OFFICER II
SAN MIGUEL SOUTH		DIANA COLUMBANO	ADMIN. OFFICER II
SAN RAFAEL EAST		RICHALYN R. MAPOY	ADMIN. OFFICER II
		MARITES M. PUNZALAN	ADMIN. OFFICER II
SAN RAFAEL WEST		MELANIE F. VILLAFANE	ADMIN. OFFICER II
		MARIANNE S. RAMOS	ADMIN. OFFICER II
		MAYREEN S. BUENAVENTURA	ADMIN. OFFICER II
		LADY ANNEX M. VERGEL DE DIOS	ADMIN. OFFICER II
		IDELLE JOY C. CRUZ	ADMIN. ASST II

STA. MARIA CENTRAL		PAUL JAKE O. MATUNAN	ADMIN. OFFICER II
		JHON PAUL M. DE LEON	ADMIN. OFFICER II
		VANESA L. ENRIQUEZ	ADMIN. OFFICER II
		LYN CHING C. PASCUAL	ADMIN. OFFICER II
		NORMAN M. SANTOS	ADMIN. OFFICER II
		SALVACION BAUTISTA	ADMIN. OFFICER II
STA. MARIA EAST		ROSE ANNE M. ESTRELLA	ADMIN. OFFICER II
		DIANNE G. TAYAG	ADMIN. OFFICER II
		PATRICK JAMES O. SANTOS	ADMIN. OFFICER II
		JOCELYN M. CABRERA	ADMIN. ASST II
STA. MARIA WEST		MA.ELAINE A. FURTON	ADMIN. OFFICER II

LIST OF PARTICIPANTS

SECONDARY

AFGBMTS		RACHEL P. ASPERA	ADMIN. ASST II
ANGAT NHS		MARIBETH B. DE GUZMAN	ADMIN. ASST II
		LICHELYN P. DE JESUS	ADMIN. ASST II
BATIA HS		RAYMOND R. CRUZ	ADMIN. ASST II
BULIHAN HS		JOHN T. SANTIAGO	ADMIN. OFFICER II
CARLOS F. GONZALES HS		ARBIE LIEZL SILVESTRE	ADMIN. ASST II
DAMPOL 2ND NHS		ANJHOLY M. PANTALEON	ADMIN. ASST II
DOÑA CANDELARIA NHS		MARINETH S. SALAPONG	ADMIN. ASST II
IBA NHS		JOY S. GANIGAN	ADMIN. ASST II
MARONQUILLO NHS		MARCO POLO DG. CRUZ	ADMIN. ASST II
PRENZA NHS		ANNIE B. SANTOS	ADMIN. ASST II
PRES. DIOSDADO MHS		JOHN MIKE M. HALILI	ADMIN. ASST II
SAPANG BULAC HS		PRINCESS MERAJANE C. BALITE	ADMIN. ASST II
SAN FRANCISCO XAVIER NHS		MARVIN R. SANTOS	ADMIN. ASST II
SAN ILDEFONSO NHS		ARIANNE S. LEGASPI	ADMIN. ASST II
STA. CRUZ HS (STA. MARIA)		JAMIRA ANN ALONZO	ADMIN. ASST II
TAAL HS		MARITES PEREZ	ADMIN. ASST II
VIRGINIA RAMIREZ NHS		MIRASOL DELA CRUZ	ADMIN. ASST II

LIST OF PARTICIPANTS

RECORDS PERSONNEL

	1	FEDERICO C. SANVICTORES JR.	
	2	RONALD G. SALVADOR	
	3	NHAIRE KYLE C. DE JESUS	
	4	JOSE MARIE R. MARCELO	
	5	MAYBELYN BALITE	
	6	CONDEIMARIS BATAK	
	7	ELIAZAR SANTOS	



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Enclosure No.3

TRAINING PROGRAM MANAGEMENT TEAM

Overall Program Manager: Lorena P. Bodoso
(Administrative Officer IV-Records Officer)
Assistant Program Manager: Alvin Cruz
(AO II, Cambaog NHS)
Training Manager: Marilene G. Ramos, LPT, MAT
(SEPS, HRD)
Secretariat : Bella Fajardo

QATAME Associate:

1. Cecille E. Cruz, LPT, MAE (EPS II, SMME)

Technical Work Group:

1. Federico C. Sanvictores (ADAS III, Records Unit)
2. Ronald G. Salvador (ADAS II, Records Unit)
3. Nhaire Kyla C. De Jesus (ADA VI, Records Unit)
4. Christian Noel Sixto (AO II, Plaridel District)
5. Jillien Santiago (ADAS II, Balagtas)
6. Desiree Pangcoy (ADAS II, Obando Nat.HS-Senior HS)
7. Maureen Apolonio – Registrar I

RESOURCE PERSONS

1. **Atty. Elmer D. Lopez**
Division Legal Officer
2. **Michelle B. Balatbat**
Principal I
3. **Josefina S. Pedroche**
Administrative Officer V
4. **Marilene G. Ramos, LPT, MAT**
(SEPS, HRD)
5. **Bryan Amiel De Jesus, LPT**
SEPS, Division Information Officer
6. **Richard C. Biglete**
Information Technology Officer I
7. **Lorena P. Bodoso**
AO IV, Records Officer
8. **Alvin Cruz**
AO II (Tibangan NHS)

