



Republic of the Philippines
Department of Education
CARAGA REGION

DEPARTMENT OF EDUCATION
RECORDS UNIT, REGIONAL OFFICE-CARAGA

RELEASED
APR 28 2025
BY: CRJ
TIME: 3:11 PM

REGIONAL MEMORANDUM

No. 0421, s. 2025

To: Schools Division Superintendents
Chiefs of Functional Divisions
All Others Concerned

ADDENDUM TO REGIONAL MEMORANDUM NO. 0056, S. 2025 ENTITLED
2025 TRAINING CALENDAR OF THE NATIONAL ARCHIVES OF THE
PHILIPPINES

1. The National Archives of the Philippines (NAP), has announced the conduct of the Regional Seminar-Workshop on Records Disposition Administration (RDA) to be held on May 20-22, 2025, 8:00 A.M. to 5:00 P.M. at Cebu City.
2. Regional and Division Records Officers, Registrars, School Records Custodians, Document Custodians, and other personnel involved in handling and maintaining records are enjoined to participate in these trainings.
3. The seminar fee of P 3,900.00 per participant, covering kits, handouts, certificates, lunch and snacks, shall be charged to MOOE funds subject to the usual accounting and auditing rules and regulations.
4. All other provisions stipulated in the Regional Memorandum No. 0056, s. 2025 remain in effect.
5. For your information, guidance, and compliance.

MARIA INES C. ASUNCION
Director IV
Regional Director

Encl: As stated

Reference: As stated

To be indicated in the Perpetual Index
under the following subjects:

ATTENDANCE

SEMINAR

TRAINING PROGRAMS

ASD/crj
04/23/2025



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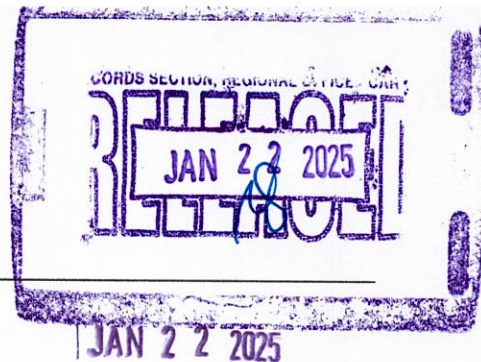


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REGIONAL MEMORANDUM

No. **0056**, s. 2025

To: Schools Division Superintendents
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2025 TRAINING CALENDAR OF THE NATIONAL ARCHIVES OF THE
PHILIPPINES

1. The field is hereby informed that the National Archives of the Philippines (NAP), as the institution/agency mandated for records management, has released their Training Calendar for 2025.
2. This series of seminar-workshops will cover the fundamental aspects of managing records including:
 - a. Basic Records and Archives Management (BRAM),
 - b. Records Disposition Administration (RDA),
 - c. Records Counter Disaster Preparedness & Business Continuity (RCDPBC)
3. Regional and Division Records Officers, Registrars, School Records Custodians, Document Custodians, and other personnel involved in handling and maintaining records are enjoined to participate in these trainings.
4. Enclosed is the training announcement from NAP. Please visit the NAP official website and Facebook page for more information.
5. For your information, guidance, and compliance.

MARIA INES C. ASUNCION
Regional Director

Encl: As stated

Reference: As stated

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ATTENDANCE

SEMINAR

TRAINING PROGRAMS

ASD/crj
01/21/2025



2025-01-01103

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**NATIONAL ARCHIVES
OF THE PHILIPPINES**

20 TRAINING 25 CALENDAR

**Seminar Workshop on Basic Records
and Archives Management (BRAM)**



18 - 20 March 2025



Baguio City

**Seminar Workshop on Records Counter
Disaster Preparedness and Business
Continuity (RCDPBC)**



11 - 15 August 2025



Manila (Virtual)

**Seminar Workshop on Records
Disposition Administration (RDA)**



20 - 22 May 2025



Tacloban City

**Seminar Workshop on Basic
Records and Archives
Management (BRAM)**



17 - 21 November 2025



Manila (Virtual)

For inquiries please contact: **Ms. Maita Espina-Abunales**
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