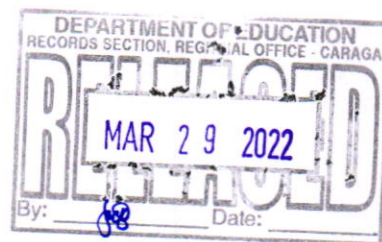




Republic of the Philippines
Department of Education
CARAGA REGION



March 29, 2022

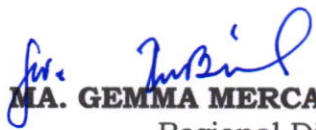
REGIONAL MEMORANDUM

No. 0244, s. 2022

To: SCHOOLS DIVISION SUPERINTENDENTS
This Region

VALIDATION OF THE DEPED CARAGA CONTEXTUALIZED
RECORDS (CoRe) MANUAL FINAL DRAFT

1. Aiming to raise the bar of records management practice in DepEd Caraga in order to provide adequate and proper documentation of policies, programs, projects, and other transactions, the Regional Office spearheaded the crafting of the DepEd Caraga Contextualized Records (CoRe) Manual. To ensure its compliance to legal mandates as well as to ensure applicability among its users, a validation activity will be conducted on April 7-8, 2022 at Balanghai Hotel and Convention Center.
2. Enclosed is the list of participants for the activity. Only participants residing outside Butuan City are provided with overnight accommodation. Vaccination card is required upon registration at the venue.
3. Expenses that will be incurred for the whole duration of the activity, shall be charged against the MOOE of the Administrative Services Division (ASD) subject to the usual accounting and auditing rules and regulations.
4. Immediate dissemination of this Memorandum is highly desired.


MA. GEMMA MERCADO LEDESMA
Regional Director

Encl.: List of Participants, Schedule of Activities

Reference: NONE

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

CONTEXTUALIZED MANUAL

RECORDS MANAGEMENT

REC/mcao
03/29/2022



Address: J.P. Rosales Avenue,
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2022-03-3630

Document Control No:
DepEdRO13-F-REC-013/R3/02-18-2020

List of Participants

Representatives from Regional Office RMIC
Atty. Fiel Y. Almendra
Joel B. Rosales
Representative from Supervisors Group
Alejandro P. Macadatar
Representative from ICT
Marcelino M. Ahon
Representatives from Legal Officers Group
Atty. Jose B. Guibone
Atty. Carlito B. Ranoco
Atty. Ronald C. Lara
Representatives from Records Officers Group
Mary Christine A. Odtojan
Jura Sajulga
Estrella Cabantog
Representatives from Registrars/ Records Custodians Group
April Kristine G. Torralba
Glory Joy D. Arconada
Noreen Bulfa
Ma. Fe B. Arreza
Marietta C. Silagan
Monreynard P. Cortes
Representative from of Principal Association Elementary
Dr. Felix Bagnol
Representative from of Principal Association Secondary
Dr. Leopoldo Pulido
Representative from SDS Group
SDS Minerva Albis (or her representative)
Representative from ASDS Group
Dr. Gilbert L. Gayrama
Representative from PSDS Group
Dr. Amelia Ronquillo
Secretariat
May Anne A. Ganto
Liwanag Garcia

Enclosure No. 2 to RM No. 0244, s. 2022

Schedule of Activities

DAY 1

8:00-8:30 AM	Preliminaries
8:30-8:50 AM	Opening Program
8:50-9:00 AM	Background of the Manual
9:00-12:00 NN	Validation – Table of Contents to Part V
12:00-1:00 PM	Lunch Break
1:00-5:00 PM	Validation – Part VI to VII

DAY 2

8:00-8:30 AM	Preliminaries
8:30-12:00 AM	Validation – Part VIII to IX
12:00-1:00 PM	Lunch Break
1:00-4:30 PM	Validation – Annexes
4:30-5:00 PM	Closing Activity and Evaluation