



Republic of the Philippines
Department of Education
CARAGA REGION



May 18, 2020

REGIONAL MEMORANDUM

No. 212, s. 2020

To: Schools Division Superintendents
Division Records Officers
Concerned School Records In-charge
This Region

DEPED CARAGA CONTEXTUALIZED RECORDS MANUAL

1. Records management plays a vital role in the overall function of the agency. A contextualized records manual is one way to ensure provision of quality records services to clients. The goal of the Contextualized Manual is to standardize records processes and guidelines so that records in-charge in all the schools, division offices, and the Regional Office will follow the same procedures in all the processes. It also makes sure that records processes are in compliance with legal mandates such as the National Archives of the Philippines, Ease of Doing Business, Data Privacy, Freedom of Information, and E-commerce Law.
2. The workshop for the Crafting of Contextualized Records Manual was scheduled last April 28-30, 2020. But because of the Enhanced Community Quarantine, the said workshop was cancelled. Considering the need for the Contextualized Manual and the current COVID-19 situation in our Region, the crafting of the contextualized manual will pursue using various online modalities.
3. The Technical Working Group (TWG) were identified through the Division Records Officers. They will take part in researching, data gathering, and crafting of the Manual. The following is the composition of the Technical Working Group (TWG):

Name	Position/Designation	Division
Sharron May O. Pequero	Administrative Officer IV	Agusan del Norte
Lydia Grana Arocha	Master Teacher I	Agusan del Norte
Romadel G. Arbis	Registrar	Agusan del Norte
Roselmaly L. Pahamtang	SST III	Agusan del Norte
Jura S. Goloran	Administrative Officer IV	Agusan del Sur
Jeremy P. Bernados	Administrative Assistant II	Agusan del Sur
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Joecil P. Purganan	Librarian II	Bayugan City
Estrella V. Son	Master Teacher I	Bayugan City
Reynald A. Oyanib	Teacher II	Bayugan City
Emmalyn C. Omila	Teacher II	Bayugan City
Estrella J. Cabanto	Administrative Officer IV	Bislig City
Paul Simon L. Castillo	Administrative Aide IV	Bislig City
Reynalyn Manlangit Dianing	Administrative Assistant III	Bislig City
Alma A. Camino	SST-I	Bislig City
Perlita Manginsay	Administrative Officer IV	Butuan City
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Teresita p. Loca	Principal IV	Dinagat Islands
Emma A. Dalugdugan	PSDS	Dinagat Islands
Malou S. Sinday	Administrative Assistant III	Siargao Islands
Carlo Borris G. Oraliza	Registrar I	Siargao Islands
Mildred M. Rosales	Teacher III	Siargao Islands
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Glory Joy D. Arconada	Registrar- I	Surigao del Norte
Metchi M. Baquilo	Administrative Assistant II	Surigao del Norte
Arnel L. Castañares	Special Education Teacher II	Surigao del Norte
Julita D. Mangata	Administrative Officer IV	Surigao del Sur
Ruth O. Malaque	Registrar I	Surigao del Sur
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Rialyn M. Besinga	Teacher III	Surigao del Sur
Annabelle Geli	Administrative Assistant III	Tandag City
Marietta C. Silagan	Teacher III	Tandag City
Marlina B. Sagetarios	Administrative Officer I	Tandag City
Beverlyn N. Atrejenio	SST-III	Tandag City

4. Immediate dissemination of this memorandum is desired.

FRANCIS CESAR B. BRINGAS, CESO V

Director III

Officer-in-charge

Office of the Regional Director

Encls.: Proposed Outline of the Manual

Reference: None

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

CONTEXTUALIZED MANUAL

RECORDS

ASD/mcao
05/18/2020

Attachment No. 1 to Rm No. 212, s. 2020

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References:

RA 10173 - Data Privacy Law
RA 1103 - Ease of Doing Business
RA-8792 - e-commerce Law
RA 9470 - National Archives of the Philippines
EO No. 2, s. 2016 - Freedom of Information
DepEd Records Management Operations Manual