



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

November 18, 2021

REGIONAL MEMORANDUM

No. **000788** s.2021

YEAR-END VIRTUAL MEETING OF REGIONAL and DIVISION RECORDS OFFICERS

To: Schools Division Superintendents
Administrative Service Personnel
Records Officers
All Others Concerned

1. In pursuit of the continuous delivery of quality services of the Administrative Division in the context of pandemic, the Administrative Division- Records Section personnel of this regional office shall convene virtually with the division offices records officers on November 23-24, 2021.
2. The virtual convergence/meeting aims to:
 - a. report on the records section accomplishments, opportunities, innovations (if any), and programs;
 - b. thresh out issues and concerns on records services;
 - c. benchmark best practices from each section/unit; and
 - d. align processes of the records section to improve services and programs.
3. Refer to the attached Meeting Schedule for the list of participants.
4. The participants shall log in 30 minutes prior to the start of the virtual meeting through Google Meet. The link to the meeting and the attendance sheets shall be provided one hour prior the meeting; hence, the participants are required to confirm their attendance through ariem.cinco@deped.gov.ph on or before November 22, 2021.
5. Each Division shall present its accomplishments, opportunities, programs, and ways forward. Each presenter is given a maximum of 30 minutes to present, and an open forum shall follow every after each presentation to allow participants from other divisions to benchmark



Government Center, Candahug, Palo, Leyte
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best practices, clarify issues, and raise concerns.

5. The fund source and other incidental expenses relative to the conduct of this virtual meeting shall be charged against local funds of Administrative Division Records Section.
6. Immediate dissemination of and strict compliance with this Memorandum are desired.


EVELYN T. FETALVERO, CESO IV
Regional Director *g*

Enclosure: Meeting Schedule

Reference: NA

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

VIRTUAL

MEETING

RECORDS SECTION

AD-RS-AVC

4:00pm 788
Adante 11/22/21



**YEAR-END VIRTUAL MEETING OF REGION AND DIVISION RECORDS OFFICERS
PARTICIPANTS and SCHEDULE OF ACTIVITIES**

Day 1 – November 23, 2021

Time	Activity	Person Responsible
8:00 – 8:15	REGISTRATION	Records Section
8:15 – 9:00	PRELIMINARIES	
	1. Philippine National Anthem	AVP
	2. Prayer	AVP
	3. DepED Region VIII Hymn	AVP
	4. Welcome Remarks	Ms. Elizabeth E. Caboboy Supervising Admin Officer
	5. Statement of Purpose	Mr. Ariem V. Cinco Administrative Officer V
	6. Message	Dr. Alejandrino L. Yman Chief, Administrative Division
	Meeting Proper / Presentations per Division	
9:00 – 10:00	1. Baybay	Division Records Officer
10:00 – 11:00	2. Biliran	Division Records Officer
11:00 – 12: 00	3. Calbayog City	Division Records Officer
12:00 – 1:00	LUNCH BREAK	
1:00 – 2:00	4. Catbalogan City	Division Records Officer
2:00 – 3:00	5. Eastern Samar	Division Records Officer
3:00 – 4:00	6. Northern Samar	Division Records Officer
4:00 – 5:00	7. Borongan City	Division Records Officer

**YEAR-END VIRTUAL MEETING OF REGION AND DIVISION RECORDS OFFICERS
PARTICIPANTS and SCHEDULE OF ACTIVITIES**

Day 2 – November 24, 2021

8:00 – 8:15	PRELIMINARIES	AVP
8:15 – 8:20	ENERGIZERS	RECORDS SECTION
8:20 – 8:30	RECAP OF PREVIOUS DAY'S PROCEEDINGS	Catbalogan City Records Officer
	Meeting Proper	
8:30 – 9:30	1. Northern Samar	Division Records Officer
9:30 – 10:30	2. Leyte	Division Records Officer
10:30 – 11:30	3. Maasin	Division Records Officer
11:30 – 12:00	PROJECT GREAT PRESENTATION	Regional Records Officer
12:00 – 1:00	LUNCH BREAK	
1:00 – 2:00	4. Southern Leyte	Division Records Officer
2:00 – 3:00	5. Tacloban	Division Records Officer
3:00 – 4:00	6. Ormoc	
4:00 – 4:30	REGIONAL RECORDS OFFICER TIME	Ariem Venezuela Cinco Administrative Officer V
4:30 – 5:00	CLOSING ACTIVITIES	Records Section