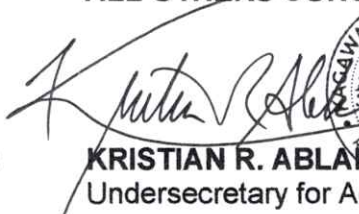Republika ng Pilipinas

Kagawaran ng Edukasyon

Tanggapan ng Pangalawang Kalihim sa Pangangasiwa

OUA-OUT-112422-011

MEMORANDUM
24 November 2022

TO   :   **REGIONAL DIRECTORS**
MINISTER, BASIC, HIGHER, AND TECHNICAL EDUCATION, BARMM
SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED

FROM   :   **KRISTIAN R. ABLAN**
Undersecretary for Administration

SUBJECT   :   **CO-CREATING A ROBUST RECORDS AND INFORMATION**
MANAGEMENT SYSTEM FOR THE DEPARTMENT OF EDUCATION
— AN OPEN SPACE TECHNOLOGY CONVERSATION

The Department of Education (DepEd) in coordination with SEAMEO INNOTECH, will conduct an Open Space Technology (OST) Conversation on **Co-Creating a Robust Records and Information Management System for the DepEd**. This activity will attempt to identify and define ways to develop and enhance the Department's practices, processes, and policies on information and records collection, keeping, and production. Each participant will have a part to play in establishing an efficient and effective integrated system that supports informed decision-making and quality service delivery.

In addition, participants will have the opportunity and responsibility to raise any issues or concerns related to records management. At the end of the activity, written reports summarizing possible initiatives and solutions to create the records and information management system that DepEd needs will be provided as part of the documentation.

Through the use of OST, which is a simple approach to conferencing, participants can freely set the agenda and drive the conversations forward. This ensures that everyone will be given a chance to be heard to be able to address issues that directly affect the participants.

In view of the foregoing, we would like to invite the selected participants listed in **Annex B** to this activity which will be conducted via **Zoom** on **December 12-14, 2022**, as follows:

- 12 December 2022, Monday, 9:00-4:00 pm
- 13 December 2022, Tuesday, 9:00 am-12:30 pm
- 14 December 2022, Wednesday, 9:00 am-12:30 pm

Office of the Undersecretary for Administration

Department of Education - Central Office, Room 508, 5th Floor Mabini Building,
Meralco Avenue, Pasig City; Landline 8638-1780
Email: usecforadministration@deped.gov.ph

For the participants' reference, attached is the **Technical Guide (Annex A)** that will help maximize participation in this activity and familiarize them with the process and tools to be used.

Information Technology Officers in the Regional Offices and School Division Offices are highly requested to provide the necessary technical support to participants during the entire duration of the activity for them to be engaged fully in the discussions.

<u>Lastly, participants are advised to register through https://bit.ly/depedosregisternow not later than 05 December 2022.</u> The Zoom link and other pertinent details of the activity will be provided upon registration.

For any other concerns on this activity, your Office may coordinate with Ms. Nanette R. Mamoransing, Ms. Rose Marie D. Moscoso, and Ms. Alma D. Apanay through email address as.rd@deped.gov.ph or telephone number (8)633-7218.

For your information.

Thank you.
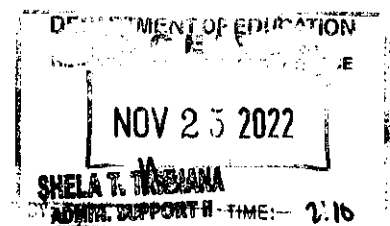
Annex A – TECHNICAL GUIDE

Register your participation

- Make sure you have registered your participation via: https://bit.ly/depedosregisternow.

- Your unique Zoom meeting link will be emailed once you register.

Prepare in advance

- For an optimal experience, prepare your laptop and earphones with a mic. You may also use your desktop and tablet. Ensure you have downloaded the **latest version (version 5.12.8)** of Zoom.

- Get a feel of the gathering by checking out this link: https://bit.ly/ostfordepedrecords.

Logging in

- Use your unique Zoom meeting link that was emailed to you to join the session.

- The workshop will be conducted via the Zoom Platform. You are encouraged to join the Zoom room 15 minutes before the official start of the session so you can test your gear and connection.

Name and connection ID

- To be correctly recognized, use the following format as your Connection ID:

    First Name, Last Name_Region
    Sample: **Juan dela Cruz, Region XII**

- You can also change your Connection ID after entering a zoom meeting. Click on the **"Participants"** icon at the bottom of the Zoom window to see the list of all participants.

Hover your mouse over your name in the "Participants" list on the right side of the Zoom window. Click on **"More"** and select **"Rename."** Then enter your ID based on the template above and click **"Rename"** or **"OK."**

Posting topics

- We will be using Google Slides for this gathering. To practice posting a topic, go to this link: https://bit.ly/ostfordepedrecords. Choose a room assignment (e.g., Red, Yellow, Blue, etc.), and type in a short title of your topic. Don't forget to include your name.
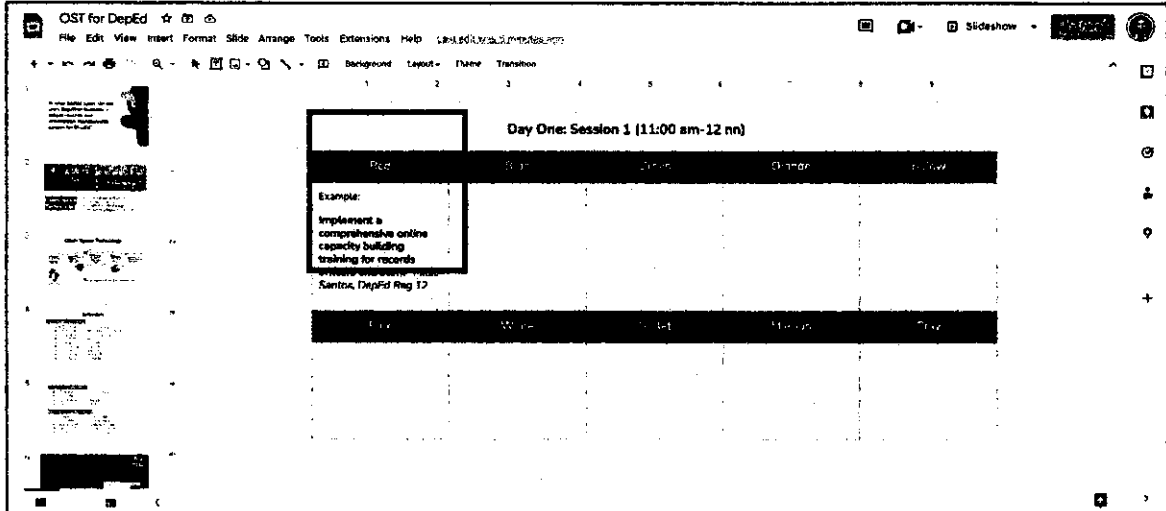
- Take note of the link and bookmark it for easy access later.

- The complete mechanics will be explained during the gathering.

Moving around the Zoom Breakout Rooms
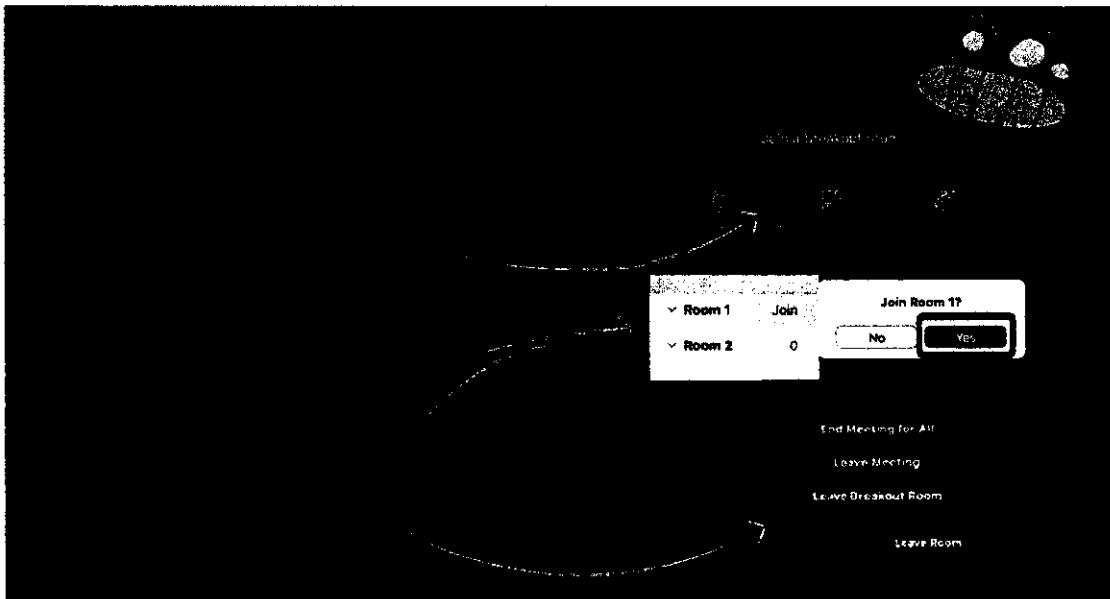
Explore and enjoy!

- Consider this an adventure; don't be afraid to explore and navigate the platform. If you encounter any problem during the gathering, type a message in the chat box, and a technical person will gladly assist you.

- Your IT Officers will also provide you with the necessary support so you can participate fully in the discussions.

- If you get disconnected at any point, join again using your Zoom link.

Annex B – LIST OF PARTICIPANTS FROM RECORDS OFFICE

CENTRAL OFFICE

OFFICE	POSITION
Records Division	Supervising Administrative Officer
	Administrative Officer V
	Administrative Officer IV
	Administrative Assistant II
	Administrative Assistant II
TOTAL	**5**

REGIONAL OFFICE
(1 Participant per Region)

REGION	OFFICE	POSITION
III	Records Section	Administrative Aide VI
IV-A		Administrative Officer V
IV-B		Administrative Aide VI
NCR		Administrative Aide VI
VI		Administrative Aide VI
VII		Administrative Aide VI
VIII		Administrative Officer V
XI		Administrative Aide VI
XII		Administrative Aide VI
CARAGA		Administrative Officer V
TOTAL		**10**

SCHOOLS DIVISION OFFICE

REGION	DIVISION OFFICE	POSITION
ADMINISTRATIVE SECTION		
I	San Carlos City	Administrative Officer V
II	Tuguegarao City	Administrative Officer V
III	Pampanga	Administrative Officer V
V	Camarines Sur	Administrative Officer V
NCR	Paranaque City	Administrative Officer V
VI	Negros Occidental	Administrative Officer V
VII	Naga City	Administrative Officer V
IX	Dipolog City	Administrative Officer V
XI	Davao Oriental	Administrative Officer V
CARAGA	Surigao del Sur	Administrative Officer V
TOTAL		**10**

REGION	DIVISION OFFICE	POSITION
RECORDS UNIT		
CAR	Benguet	Administrative Officer IV
CAR	Tabuk City	Administrative Officer IV
CAR	Baguio City	Administrative Officer IV
CAR	Ifugao	Administrative Officer IV
CAR	Apayao	Administrative Aide VI
I	Vigan City	Administrative Officer IV
I	Candon City	Administrative Officer IV
I	Laoag City	Administrative Officer IV
I	La Union	Administrative Aide VI
II	Cauayan City	Administrative Officer IV
II	Batanes	Administrative Officer IV
II	Isabela	Administrative Officer IV
II	Cagayan	Administrative Aide VI
III	San Fernando City	Administrative Officer IV
III	Meycauayan City	Administrative Officer IV
III	Balanga City	Administrative Officer IV
III	Nueva Ecija	Administrative Aide VI
IV-A	Sto. Tomas City	Administrative Officer IV
IV-A	General Trias City	Administrative Officer IV
IV-A	Laguna	Administrative Officer IV
IV-A	Batangas	Administrative Officer IV
IV-A	Biñan City	Administrative Aide VI
IV-B	Palawan	Administrative Officer IV
IV-B	Occidental Mindoro	Administrative Officer IV
IV-B	Marinduque	Administrative Officer IV
IV-B	Calapan City	Administrative Officer IV
IV-B	Puerto Princesa City	Administrative Aide VI
V	Albay	Administrative Officer IV
V	Ligao City	Administrative Officer IV
V	Catanduanes	Administrative Officer IV
V	Masbate City	Administrative Aide VI
NCR	Muntinlupa City	Administrative Officer IV
NCR	Navotas City	Administrative Officer IV
NCR	Quezon City	Administrative Officer IV
NCR	Pasay City	Administrative Aide VI
VI	Sagay City	Administrative Officer IV
VI	Roxas City	Administrative Officer IV

VI	Bago City	Administrative Officer IV
VI	Passi City	Administrative Aide VI
VII	Guihulngan City	Administrative Officer IV
VII	Lapu-Lapu City	Administrative Officer IV
VII	Danao City	Administrative Officer IV
VII	Bais City	Administrative Aide VI
VIII	Northern Samar	Administrative Officer IV
VIII	Biliran	Administrative Officer IV
VIII	Leyte	Administrative Officer IV
VIII	Eastern Samar	Administrative Officer IV
VIII	Maasin City	Administrative Aide VI
IX	Dapitan City	Administrative Officer IV
IX	Zamboanga del Sur	Administrative Officer IV
IX	Zamboanga City	Administrative Officer IV
IX	Zamboanga del Norte	Administrative Aide VI
X	Bukidnon	Administrative Officer IV
X	El Salvador City	Administrative Officer IV
X	Malaybalay City	Administrative Officer IV
X	Misamis Oriental	Administrative Aide VI
X	Tangub City	Administrative Aide VI
XI	Mati City	Administrative Officer IV
XI	Samal City	Administrative Officer IV
XI	Digos City	Administrative Officer IV
XI	Tagum City	Administrative Aide VI
XII	Tacurong City	Administrative Officer IV
XII	General Santos City	Administrative Officer IV
XII	Koronadal City	Administrative Officer IV
XII	Saranggani	Administrative Officer IV
XII	Kidapawan City	Administrative Aide VI
CARAGA	Bayugan City	Administrative Officer IV
CARAGA	Bislig City	Administrative Officer IV
CARAGA	Agusan del Norte	Administrative Officer IV
CARAGA	Cabadbaran City	Administrative Aide VI
BARMM	Lanao del Sur I	Administrative Officer IV
BARMM	Maguindanao I	Administrative Officer IV
BARMM	Sulu	Administrative Aide VI
BARMM	Lamitan City	Administrative Aide VI
BARMM	Cotabato City	Administrative Aide VI
TOTAL		**75**