




Republic of the Philippines
Department of Education
 REGION VII – CENTRAL VISAYAS
 Schools Division of Negros Oriental

INTER-OFFICE MEMORANDUM

ADsR--IM-2023- 38

TO : HEADS OF FUNCTIONING UNITS/SECTIONS

FROM : 
NERI C. OJASTRO, EdD, CESE
 Schools Division Superintendent
 6/6/23

SUBJECT : OFFICIAL LIST OF OFFICE PRIMARY RECORDS CUSTODIAN (OPRC) AND ALTERNATE RECORDS CUSTODIAN (ARC)

DATE : June 6, 2023

- As mandated by the RA 9470 “an act to strengthen the system of management and administration of archival records establishing for the purpose the National Archives of the Philippines, and for other purposes,” and as per DepEd Memorandum signed by Atty. Kristian R. Ablan, CESO I, Undersecretary for Administration dated September 19, 2022, in order to facilitate the successful and efficient implementation of records management and be responsible for the management of records in their respective offices in addition to their regular functions, the following are the designated Office Primary Records Custodian (OPRC) and Alternate Records Custodian (ARC):

OFFICIAL LIST OF OFFICE PRIMARY RECORDS CUSTODIAN (OPRC) AND ALTERNATE RECORDS CUSTODIAN (ARC)

OFFICE	OPRC	POSITION	ARC	POSITION
SDS & ASDS	Sheena Lee B. Torres	AO II	Karen I. Cubalan	ADAS III
SGOD	Roy Mira Cadinan	ADAS II	Severo Caro	AO II
CID	Rina A. Duran	ADAS II	Jan Marie S. Saycon	ADAS III
Legal	Atty. Marjorie D. Porcina	Legal Assistant		
ICT	Remylin V. Gao-gao	ITO-I	Niñonito D. Divino	ADA VI
Education Facilities Section	Andrie P. Amor	ADAS II	Philip C. Tubog	Division Engr. III
Health & Nutrition Section	Melchora Diosdada G. ASdillo	Dentist II	Emilda Chiu	Nurse 2
Finance & Budget	Julius Paul Partosa	AO II	Romanito Visitacion	ADAS II
Administrative	Jennilene G. Cadiente	AO II	Jediliso N. Catalan	ADA I

07 JUN 2023





Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Negros Oriental

Human Resource (Personnel)	Jason A. Fermiza	AO II	Rhubert Joy D. Alquerro	ADA I
Physical Facilities & Supply	Amabel A. Herrera	ADAS II	Phoebe Jean A. Sagolili	ADA VI
Payroll Services and Cash	Mauricio Y. Paalan	ADAS II	Sushiila Mecla	ADAS II
Records & Receiving Unit	Tara Gay S. Dapat	AO IV	Antonio Ricardo E. Duran	ADA I

2. Reiterating the stipulations stated in the DepEd Memorandum dated September 19, 2022, the Records Custodians shall be responsible for the management of records in their respective offices such as:

- g) Handle incoming and outgoing communications;
- h) Safekeep and preserve documents;
- i) Submit inventory of official documents to the Records and Receiving Unit for Disposal based on the approved Records Disposition schedule and procedures;
- j) Request for disposal of valueless records;
- k) Represent their office in the actual disposal of their documents; and
- l) Serve as a representative of their office in attending seminars, workshops, conferences and trainings pertaining to records management.

3. For information, guidance and dissemination of all concerned.

NCO/MKP-JMA-NLR/ADsR/tsd



Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.: (035)225-2838 / 225-2376 / 422-7644



Republic of the Philippines
Department of Education

MEMORANDUM
September 19, 2022

FOR : UNDERSECRETARIES
ASSISTANT SECRETARIES
BUREAU/SERVICE DIRECTORS
DIVISION CHIEFS/CHIEFS OF OFFICES
ALL OTHERS CONCERNED

Kristian R. Ablan

FROM : **ATTY. KRISTIAN R. ABLAN, CESO I**
Undersecretary for Administration

SUBJECT: **DESIGNATION OF OFFICE PRIMARY RECORDS CUSTODIAN (OPRC) AND ALTERNATE RECORDS CUSTODIAN (ARC)**

1. To ensure effective and efficient implementation of Records Management, all concerned are requested to designate an Office Primary Records Custodian (OPRC) and an Alternate Records Custodian (ARC) using the attached Form.
2. The Records Custodians shall be responsible for the management of records in their respective offices such as:
 - a) Handle incoming and outgoing communications;
 - b) Safekeep and preserve documents;
 - c) Submit inventory of official documents to the Records Division for Disposal based on the approved Records Disposition schedule and procedures;
 - d) Request for disposal of valueless records;
 - e) Represent their office in the actual disposal of their documents; and
 - f) Serve as a representative of their office in attending seminars, workshops, conferences, and training pertaining to records management.
3. Considering that official documents, especially confidential and sensitive in nature, are vital to the Agency's decision-making and continuous operation, the selection criteria for OPRC and Alternate should be permanent/coterminous employees who shall perform the above tasks in addition to their regular functions.
4. For clarification/more information, kindly coordinate with Mr. **Benedicto T. Tambis** (0975-9429297) or Ms. **Princess T. Baquiran** (0926-0071563) or email at as.rd@deped.gov.ph
5. For immediate compliance on or before September 28, 2022.