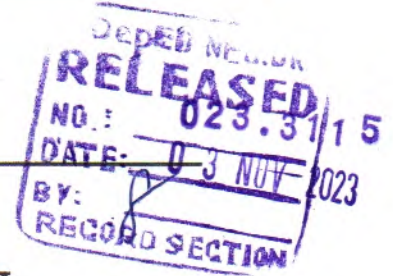


ANNEX A



NO.: 920

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



Office of the Schools Division
Superintendent

TRAVEL AUTHORITY FOR OFFICIAL TRAVEL

Name	TARA GAY S. DAPAT
Position/Designation	AO IV (RO II)
Permanent Station	
Purpose of Travel <i>(must be supported by attachments)</i>	Workshop on Administrative Issues and Concerns (Records Management)
Host of Activity	DepEd, RO VII-ASD
Period Covered <i>(Inclusive of Travel Time)</i>	November 5-7, 2023
Venue/Destination	DepEd Ecotech Center, Sudlon, Lahug, Cebu City
Fund Source	Division Office/Local Funds

I hereby attest the information in this form and in the supporting documents attached hereto are true and correct.

TARA GAY S. DAPAT

October 31, 2023

Name and Signature of Requesting Employee

Date

This is to certify that the trip of the requesting employee satisfies all the minimum conditions for authorized official travel and that alternatives to travel are insufficient for purposes stated herein.

LANI B. YURONG
Administrative Officer V

Date

APPROVED

NERI C. OJASTRO EdD, CESE
Schools Division Superintendent

Date



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

Deped Tayo SDO Negros Oriental

depednegor.net



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

27 OCT 2023

REGIONAL MEMORANDUM

No. 811 s. 2023

**WORKSHOP ON ADMINISTRATIVE ISSUES AND CONCERNS
(Records Management)**

To: **Schools Division Superintendents and OICs
All Others Concerned**

1. The Department of Education (DepED) Regional Office VII through the Administrative Service Division will conduct a Workshop on Administrative Issues and Concerns (Records Management Group) on November 6, 2023 at the DepEd Ecotech Center, Sudlon, Lahug, Cebu City.
2. The activity aims the following:
 - a. Align functions with Version 3 Office Functiona (RO & SDO);
 - b. Discuss issues and concerns relating to office functions (Records Management);
 - c. Accomplish the required reports for submission.
3. Expected participants to the workshop are the Division Records Officers of the twenty (20) Schools Division Offices and Regional Office Administrative Service personnel.
4. The Schools Division Superintendents are hereby directed to send their Division Records Officers to attend the said activity.
5. First Meal of participants is dinner of November 5, 2023 and last meal is lunch of November 7, 2023.
6. Expenses relative to the conduct of the activity shall be charged against Regional Office Funds under AC-23-5701-GASS-001 of the 2023 Work and Financial Plan of the Administrative Service Division, subject to the usual accounting and auditing rules and regulations.
7. Travelling and other incidental expenses of participants shall be charged against Division Office/Local Funds, subject to the usual accounting and auditing rules and regulations.



Doña M. Gaisano St., Sudlon, Lahug, Cebu City
Telephone Number: 639457623193 local 700

8. For concerns, you may contact Chief Ida F. Cabantan, Administrative Service Division.

9. Immediate dissemination of this Memorandum is desired.



SALUSTIANO T. JIMENEZ JD, EdD, CESO III

Director IV

Regional Director



**WORKSHOP ON ADMINISTRATIVE ISSUES AND CONCERNS
(RECORDS MANAGEMENT)**

November 5-7, 2023

Molave 1, DepEd Ecotech Center

Indicative Program of Activities

DATE/TIME	ACTIVITY	VENUE
November 5, 2023		
p.m.	Arrival Dinner	DepEd Ecotech Center
November 6, 2023		
6:30 a.m. – 7:30 a.m.	Breakfast	DepEd Ecotech Center
7:30 a.m. – 8:00 a.m.	Registration	
8:00 a.m. – 8:30 a.m.	Preliminaries <ul style="list-style-type: none"> • National Anthem • Prayer • Acknowledgement of Participants • Welcome Greetings • Rationale • Message of RD Salustiano T. Jimenez, Regional Director 	
Activity Proper		
8:30 a.m. – 9:30 a.m.	Version 3 Office Functions	DepEd Ecotech Center
9:30 a.m. – 12:00 p.m.	Discussion on Issues and Concerns of Office Function	
12:00 p.m. – 1:00 p.m.	Lunch	
1:00 p.m. – 5:00 p.m.	Workshop on Review/Update the Existing DepEd Records Disposition Schedule (RDS)	
5:00 p.m. – 6:30 p.m.	Consolidation of the Workshop Output	
6:30 p.m. – 7:30 p.m.	Dinner	
November 7, 2023		
6:30 a.m. – 7:30 a.m.	Breakfast	DepEd Ecotech Center
8:30 a.m. – 12:00 p.m.	Continuation of Consolidation of the Workshop Output and Submission to Central Office	
12:00 p.m. – 1:00 p.m.	Lunch	
1:00 p.m. onwards	Check out Travel Time	

COMMITTEES:

<i>Program and Certificate of Appearance</i>	Ms. Jhorina Biadnes Ms. Juanita Negapatan
<i>Registration/Attendance</i>	Mr. Jancent Luega Ms. Christy Marie Baliguat Ms. Elsen Villarampa
<i>Physical Set-Up</i>	Gary Prejoles Philip Wahing
<i>Administrative Support</i>	Joselito Piquero Nelson Cabanatan