



Republic of the Philippines
Department of Education
REGION IV-A
SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

October 27, 2020

DIVISION MEMORANDUM
No. 319 s. 2020


To: Assistant Schools Division Superintendent
Chief, CID/ SGOD
Unit/ Section Heads
Unit Document Custodians
All Concerned

**TRAINING WORKSHOP ON ESTABLISHING AND MAINTAINING A
DOCUMENTED INFORMATION CONTROL SYSTEM**

1. In its continuous pursuit to sustain the quality management system of DepEd Cavite, the Documentation Committee will conduct a two-day training for Unit Document Custodians (UDCs) on November 5 - 6, 2020 at Tanza Oasis Hotel and Resort, Tanza, Cavite.
2. Participants to this training are:
 - a. (17) Division Document Custodians;
 - b. (1) Deputy Division Document Custodian; and
 - c. (1) Division Document Custodian
3. The activity aims to:
 - a. Develop an effective and efficient document control system.
 - b. Enable the participants to classify files to meet their objectives.
 - c. Provide guidance on how to maintain proper file control
4. Spearheading the proceedings are the Division Document Custodian, Deputy Division Document Custodian and the UDC of the ICT. Below is the program:

Time	Topic	Facilitator
Day 1: November 5, 2020		
8:00-9:00	Opening Program	
	The Philippine National Anthem	Audio-Visual Presentation
	Invocation	
	DepEd Cavite Quality Policy	



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Time	Topic	Facilitator
	Welcome Message	Dr. Diana P. Topacio Quality Management Representative
	Inspirational Message	Dr. Rommel C. Bautista, CESO V Schools Division Superintendent
9:00-12:00	Effective Records Management	Sarah Lyn P. Marcaida Deputy Division Document Custodian
12:00 – 1:00	Lunch	
1:00 – 5:00	Orientation on the Control of Document Procedure (for new UDCs) Review of OM, Forms and Records Masterlists	Leonila L. Custodio Division Document Custodian
Day 2: November 6, 2020		
8:00-9:00	Management of Learning	
9:00-10:30	Creation of Systematized Document Depository Tool	Jay R. Dayrit Unit Document Custodian, ICT
10:30-12:00	Workshop	
12:00-1:00	Lunch	
1:00 - 4:00	Workshop	Jay R. Dayrit Unit Document Custodian, ICT
4:00 – 5:00	Closing Program	
	Closing Remarks	Leonila L. Custodio Division Document Custodian
	Awarding of Certificates	




5. To ensure proper implementation of health and safety protocols during the said activity, all concerned are required to wear face mask and observe physical distancing.

6. Immediate dissemination of this Memorandum is required.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

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