



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

05 MAY 2020

DIVISION MEMORANDUM

No. **091** s. 2020

BASIC RECORDS MANAGEMENT WEBINAR SESSION

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. In reference with RA 9155 and DepEd Order No. 83, s.2012, this office announces a Basic Records Management Webinar Session on May 8, 2020, 1:00p.m.
2. The objective of this webinar session is to capacitate the School Heads and SBM Coordinator to improve record-keeping practices and promotes efficient administration, management, preservation, and protection of the school records.
3. The webinar session will be on google meet this coming May 8, 2020, at 1:00p.m. Link will be given to the participants 1 hour before the session starts.
4. Refer to the enclosure for the program and the list of participants.
5. For the guidance and information of all concerned.

ANIANO M. OGAYON, CESO V
Schools Division Superintendent

Encl.:
As stated

Reference:
DepEd Order No. 83, s. 2012

To be indicated in the Perpetual Index under the following subjects:
SBM
Records Management



PROGRAM OF ACTIVITIES
BASIC RECORDS MANAGEMENT WEBINAR SESSION
MAY 8, 2020
1:00 – 3:00 P.M.

TIME	TOPICS	FACILITATOR
1:00 – 1:10	Opening Program	Jeanette M. Buera
1:10 – 2:30	Basic Records Management	Sherelyn F. Oroyo
2:30 – 2:50	Open Forum	Jeanette M. Buera
2:50 – 2:55	Evaluation	Maria Corazon A. Borbon
2:55 – 3:00	Closing Program	Jeanette M. Buera

LIST OF PARTICIPANTS

SCHOOL	NAME OF SCHOOL HEAD AND SBM COORDINATOR	SEX
Alsam Elem School	Melinda A. Buncayo	F
	Clarine Reyes	F
Eugencio Francia ES	Larvin O. Labrada	M
	Lyra R. Nanez	F
Busal Elem School	Adrian N. Naynes	M
	Akeem Aron Valdeavilla	M
Dapdap Integrated School	Cherry G. Hugo	F
	Jean Rose S. Gonzaga	F
Domoit Elem School	Ingrid A. Palad	F
	Angeline Tagun	F
East Palale ES	Corazon M. Oabel	F
	Elizabeth B. Maranan	F
F.E. Lopez ES	Girlie A. Abaricia	F
	Maria Consuelo H. Figuerroa	F
Gibanga Elem School	Alona C. Crisanto	F
	Luzviminda Cabili	F
Ilasan Elem School	Teresa E. Andaya	F
	Maria Rosele Javin	F
Ipilan-Alitao ES	Leonora L. De Rama	F
	Maida Yanela	F
Kalumpang ES	Waldymar E. Pasacsac	M
	Roselle B. Bides	F
Katigan-Alupay ES	Arlene D. Pagana	F
	Honey Leyden R. Pilar	F
Lakawan Elem Sch	Natalia A. Andaya	F
	Glenda A. Capistrano	F
Lalo Elem School	Luz A. Pacaigue	F
	Abbiegail A. Nanez	F
Lawigue Elem Sch	Rowena O. Sabiduria	F

	Marissa Capistrano	F
Malao-a/Calantas ES	Myrna B. Tabernilla	F
	Katrena M. Obis	F
Masin Elem Sch	Roderick O. Hugo	M
	Princess Camelle Roces C. Roces	F
Mate Elem School	Jeffrey G. Dimailig	M
	Disne Charish A. Cabuyao	F
North Palale ES	Elpidia C. Palayan	F
	Rowena C. Oabel	F
Pandakake ES	Wenefredo B. Baylongo	M
	Shiela May Balamban	F
PotoI Elem Sch	Ferdinand T. Glor	M
	Lalaine T. Calabano	F
South Palale ES	Julietta M. Labita	F
	Maria Paz T. Jamilano	F
Tayabas East CS I	Joy B. Go, Ph.D.	F
	Marian Flores	F
Tayabas West CS I	Ronan R. Ranillo	M
	Esmeralda Quesea	F
Tayabas West CS II	Lea A. Cosico	F
	Lorynel De Sagun	F
Tayabas West CS III	Dennis O. Labita	M
	Babylyn T. Olandes	F
Tayabas West CS IV	Leah Clado	F
	Roshayne V. Marcellana	F
Valencia Elem Sch	Aldwin Capistrano	M
	Karmela A. Veluz	F
Wakas Elem School	Patria D. Cabriga	F
	Flora P. Puchero	F
West Palale ES	Honesto P. Caagbay Jr.	M
	Raquel H. Reyes	F
West Palale NHS	Evelyn R. Palambiano	F
	Ofelia T. Jastiva	F
RQMNHS	Michael M. Safred	M
	Mildred P. Anoso	F
Luis Palad NHS	Dr. Gener C. Delos Reyes	M
	Dr. Geraldine Constantino	F
	Maricel Abella	F
	Ma. Aillen Averila	F
	Raymund O. Hugo	M
Tayabas City Division Stand Alone	Ferdinand T. Glor	M
	Cecilia R. Pingol	F
	Mary Grace M. Cabili	F