



Republic of the Philippines
Department of Education
Region XII
Schools Division Office of Tacurong City

October 4, 2023

DIVISION MEMORANDUM
OSDS No. 147, s. 2023

**PARTICIPATION TO THE TWO-DAY SEMINAR-WORKSHOP ON BASIC RECORDS
AND ARCHIVES MANAGEMENT**

TO: Assist. Schools Division Superintendent
Chiefs, CID and SGOD
School Heads – Elementary and Secondary
Cluster Heads
Unit and Section Heads

1. The National Archives of the Philippines (NAP) in coordination with the Sultan Kudarat State University (SKSU) will conduct a two-day Seminar-Workshop on Basic Records and Archives Management via Video Conferencing (Zoom) for free on October 11-12, 2023, from 8:00 am to 5:00 pm.
2. It aims to provide the participants with knowledge and skills towards systematic records and archives management.
3. Participants on this Seminar-Workshop are the Division Records Custodians, School Records Custodians, Division Supply Unit, Administrative Officer II and other personnel involved in handling/maintaining records.
4. All participants must register to this link, <https://training.nationalarchives.gov.ph/registration?id=469> or scan the QR Code in the attached invitation letter from the National Archives of the Philippines.
5. Immediate and widest dissemination of this memorandum is desired.

GILDO G. MOSQUEDA, CEO VI
School Division Superintendent
For and in the absence of


MERVIN Y. TORRES, CESE
Asst. Schools Division Superintendent

Enclosure: As stated
Reference: None
Allotment: None
To be included in the Perpetual Index under
ARCHIVES MANAGEMENT RECORDS

JCAT/OSDS/DM/PARTICIPATION TO THE TWO-DAY SEMINAR WORKSHOP ON BASIC
RECORDS AND ARCHIVES MANAGEMENT/OCTOBER 4, 2023



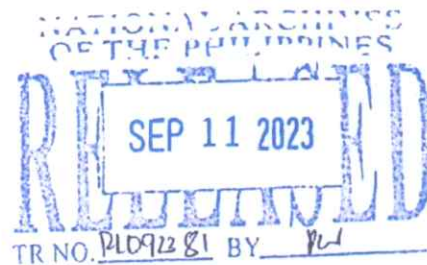
Address: Alunan Highway, Poblacion, Tacurong City 9800
Telephone Numbers: (064)-200-6316; 0919-065-6425
Email: tacurong.city@deped.gov.ph
Website: depedtacurong.org



NATIONAL ARCHIVES OF THE PHILIPPINES
Pambansang Sinupan ng Pilipinas

29 August 2023

GILDO G. MOSQUEDA, CEO VI
SDS Tacurong Division
Tacurong City, Sultan Kudarat



Sir/Madam:

From the National Archives of the Philippines (NAP), Mabuhay!

The National Archives of the Philippines is mandated to oversee records and archives management practices in the country. We are also committed to reaching out to strategically-challenged areas by providing assistance in the different aspects of Records and Archives Management.

In this regard, the NAP in coordination with the Sultan Kudarat State University (SKSU) will be conducting a two-day Seminar-Workshop on Basic Records and Archives Management via Video Conferencing (Zoom). This seminar will provide the participants with knowledge and skills towards systematic records and archives management.

We are inviting Department and Office Heads, Local Chief Executives, Administrative Officers, Records Officers, Managers, Custodians, Clerks, Secretaries and other personnel involved in handling/maintaining records to participate in this seminar-workshop.

The scheduled date is on 11-12 October 2023 from 8:00 a.m. until 5:00 p.m., **no fees will be charged.**

For more details, please coordinate with Dr. Dayanara P. Besa, University Document Control Officer – Sultan Kudarat State University at mobile no. 0965-771-6242 and email address dayanarabesa@sksu.edu.ph.

To register, visit <https://training.nationalarchives.gov.ph/registration?id=469>
Or Scan the QR-Code:



Thank you.

Very truly yours,

VICTORINO MAPA MANALO, C.E.S.E.
Executive Director