Republic of the Philippines
Department of Education
REGION V – BICOL
SCHOOLS DIVISION OFFICE OF CATANDUANES

DEPED DIVISION OF CATANDUANES
RECORDS SECTION
RELEASED
BY: OCT 14 2020
DATE: TIME:

Division Memorandum
OSDS-DM-10-14-2020

TO	:	**ALL UNITS AND DEPARTMENTS** Schools Division Office Virac, Catanduanes
FROM	:	**DANILO E. DESPI** Schools Division Superintendent
SUBJECT	:	**TRAINING ON THE USE OF RECORDS MANAGEMENT SYSTEM (RMS)**
DATE	:	**14 OCTOBER 2020**

The Office of the Schools Division Superintendent will conduct a three-day training on the use of Records Management System (RMS) via Microsoft Access. This is to ensure that all documents received by each office within the Schools Division Office are being handled and monitored properly. It also aims to have all offices concerned an organized and safe track of the documents circulated within the SDO premise.

Attached is the training proposal of the activity for your reference. For any inquiry or concern, kindly contact the following resource persons/ training staffs:

- **CHANDA L. SOLIVERES**- Administrative Assistant III
- **JAKE M. TABLO**- Administrative Assistant II
- **KORINA CARLA H. BASCO**- Administrative Aide VI

For your information and dissemination.

DANILO E. DESPI
Schools Division Superintendent

Republic of the Philippines
Department of Education
REGION V – BICOL
SCHOOLS DIVISION OFFICE OF CATANDUANES

TRAINING PROPOSAL

Title of the Activity:

TRAINING ON THE USE OF RECORDS MANAGAMENT SYSTEM

Purpose/ Objective:

To conduct a training of the step-by-step use of Records Management System via Microsoft Access. This is to ensure that the documents received by each office are organized, addressed properly, forwarded and released to the concerned personnel and department.

Description of the Program:

This is a Division-based hands-on activity to be conducted for three (3) days on *October 15, 16 and 19, 2020*. with three (3) batches of participants from Schools Division Office. The said RMS has three (3) phases. namely:

*Pre-Implementation
- Planning of the program to be used as RMS
  -trying out three (3) Microsoft programs such as MS Office, MS Excel and MS Access
- Successfully created the categories, boxes to be filled-up and codes in MS Access
- Dry run of the created program within the OSDS

*Implementation
- Utilization of the program within the Schools Division Office as Official RMS

*Post Implementation
- Feedback of the utilization of RMS
  Gathered feedbacks for the improvement of the system from the participants

Implementing Office:

Office of the Schools Division Superintendent

Schedule of the Training:

Day 1 (October 15, 2020)	**Day 2** (October 16,2020)	**Day 3** (October 19,2020)
Jiyumusha H. Panti	Ma. Dolores C. Todoc	Mark Anthony U. Tabo
Jerald A. Sualibio	Alexa Mae B. Abundo	Roselle T. Bartolome
Kathleen Clemente	Rodelyn S. Torrente	Antonnete G. Magdaraog
Ronamel Suaiso	Ma. Carrissa Guerrero	Katrina Camille C. Ate
Kristine V. Sacris	Christine Louise De Leon	Lorelyn P. Arcilla
Judy Ann Balorica	Mary Joanne I. Aquino	
	Maria Elita M. Iengar	

Approved:

DANILO E. DESPI
Schools Division Superintendent

Records Management System (Travel Order)

TRAVEL ORDER (RMS)

Control Number:

Region:

Bureau/Division/School:

Date of Filing:

Name:

Position/Designation:

Permanent Station:

Purpose of Travel:

Travel Type:

Destination

Period Covered:

Source of Fund:

Recommending Approval:

Approved by:

ID	Dfiling	Fname
41	1/15/2021	MARILYN M. ROMERO
40	JANUARY 14, 2021	CRISTINA T. BARRAMEDA
39	JANUARY 7, 2021	NELSON T. SICIO
38	JANUARY 7, 2021	CYNTHIA T. SONEJA
37	JANUARY 7, 2021	JESSLYN T. TAWAY
36	JANUARY 7, 2021	BELEN T. TAPAS
35	JANUARY 7, 2021	JEZRAHEL T. OMADTO
34	JANUARY 7, 2021	NINO GERARD C. CENETA
33	JANUARY 7, 2021	GINA L. CUSTODIO
32	JANUARY 7, 2021	AROLINE T. BORJA
31	JANUARY 7, 2021	FRANKIE T. TURALDE

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Records Management System (School/Office)

SCHOOLS / OTHER OFFICES (RMS)

Reference Number:

From:

Date Received:

School/Office:

Document Type:

Details:

ATTACHMENT 1

Purpose of Submission:

Status:

Received by:

Date Released:

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OffcSch	DReceived	DType
San Miguel RDHS	4/11/2022	Letter Request (LER)
Panganiban NHS	4/5/2022	Proposal (PRL)
barihay ES	4/4/2022	Learning Continuity Plan (LC
Gigmoto RDHS	4/4/2022	Learning Continuity Plan (LC
San Rafael ES	4/4/2022	Learning Continuity Plan (LC
Magnesia NHS	4/4/2022	Learning Continuity Plan (LC
magsaysay ES	4/4/2022	Learning Continuity Plan (LC
Cabugao IS	3/30/2022	Proposal (PRL)
Alinawan ES	3/29/2022	Disbursement Voucher (DV)
baras rdhs	3/29/2022	Authority to Travel (TO)
Tabugoc CES	3/28/2022	Letter Request (LER)
Porot ES	3/28/2022	Contract of Service (COS)
Sagrada ES	3/24/2022	Proposal (PRL)

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