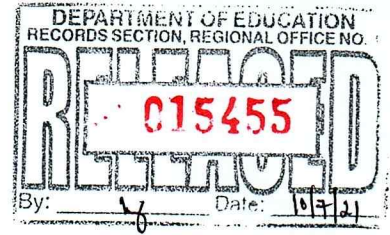




Republic of the Philippines
Department of Education
REGION I



Office of the Regional Director

OCT 07 2021

REGIONAL MEMORANDUM
No. 1146, s. 2021

**INVITATION TO THE WEBINAR ON THE EFFICIENT AND EXPEDIENT
MANAGEMENT OF ADMINISTRATIVE CASES AND THE PROPER AND SAFE
HANDLING OF CASE RECORDS**

To: All Schools Division Superintendents

1. The Department of Education Central Office, through the Office of the Undersecretary for Legal Affairs, will conduct “*Webinar on the Efficient and Expedient Management of Administrative Cases and the Proper and Safe Handling of Case Records*”, via MS Teams.

2. The target participants for the Webinar shall be employees of the DepEd under the Records Division, those acting as data/document management officers, or those who handle the receiving or routing of case records, and the legal officers of the Regional Offices and Division Offices. The breakdown of the number of the target participants of RO proper and SDO's are as follows:

For RO proper: a total of 4

- a) 2 administrative officer/staff under the Records Section
- b) the head of Legal Office or his representative and 1 Data Management Officer (Administrative Officer/Administrative Support)

For SDO's: a total of 3

- a. 2 administrative officer/support under the Records Office
- b. the head of Legal Unit or his authorized representative

3. It is hereby required that the participants shall use their Microsoft Office 365 account in order to attend the said webinar. Participants are also required to register via <https://forms.gle/RkYWu8mQ3NQ1A3zQ8>. The deadline of registration is on **October 12, 2021**. Only pre-registered participants, those who filled up the attendance form during the webinar and those who will accomplish the pre and post-test shall receive an E-Certificate of Participation.

4. The actual date of the webinar and other instructions will be announced in a separate memorandum.

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region1@deped.gov.ph | www.depedro1.com



5. For information and strict compliance.



TOLENTINO G. AQUINO
Director IV

Reference: None

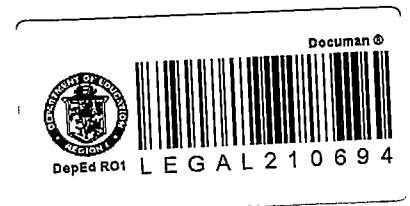
To be indicated in the Perpetual Index
under the following subject:

Management
Handling

Administrative Cases
Case Records

ORD-LU/RJLC/rja/RMLU0016
October 7, 2021

- Webinar on the Efficient and Expedient Management of Administrative Cases and the Proper and Safe Handling of Case Records-





legal unit region1 <lu.region1@deped.gov.ph>

Fwd: Memorandum Invitation to CO and Field Offices re Document Management Webinar

1 message

Ralph Jefferson Alvarez <ralphjefferson.alvarez@deped.gov.ph>
To: lu.region1@deped.gov.ph

Thu, Oct 7, 2021 at 12:50 PM

----- Forwarded message -----

From: **Justin Michael Beneraba** <justin.beneraba@deped.gov.ph>

Date: Wed, Oct 6, 2021 at 1:34 PM

Subject: Re: Memorandum Invitation to CO and Field Offices re Document Management Webinar

To: <rheajoy.carbonell@deped.gov.ph>, <celeste_rivera07@yahoo.com>, <ralphjefferson.alvarez@deped.gov.ph>, <glaiza.leonen@deped.gov.ph>, <freddie.peralta@deped.gov.ph>, <edwin.tangonan@deped.gov.ph>, <john.gacutan@deped.gov.ph>, <attyjoseoviedo@gmail.com>, <marshallellis.diego@deped.gov.ph>, <elizarodriguez016@deped.gov.ph>, <percivalnicholas_13@yahoo.com>, <valeriemendoza@gmail.com>, <rosemarie.wailan001@deped.gov.ph>, <daphnay.laureta@deped.gov.ph>, <rowel.quilala412@gmail.com>, <kenethjoyce08@yahoo.com>, <marlowemamaril@gmail.com>, <iamjessicaloisuetibay@gmail.com>, <charlenelagua07@yahoo.com>, Liwawa Siapno <liwawa.siapno@deped.gov.ph>, <chinnie.nicolas@deped.gov.ph>, <roberto.madrid@deped.gov.ph>, <lehi1985@yahoo.com>, ANNA LIZA AURELLADO <anna.queinan@deped.gov.ph>, <ronadette.quintos@deped.gov.ph>, <jennifer.juan@deped.gov.ph>, <catherine.macababbad@deped.gov.ph>, <jandominique.miralles@deped.gov.ph>, <redentor.agustin001@deped.gov.ph>, <leah_vargas28@yahoo.com>, <attydino_eduartejr@yahoo.com>, <garciajok@yahoo.com>, <juliuscaesar.domingo@deped.gov.ph>, <ronalyn.barawid@deped.gov.ph>, <jeremy.maramag@deped.gov.ph>, <misael.costes@deped.gov.ph>, <robertomacasil@deped.gov.ph>, <majannettejadormeo@deped.gov.ph>, <tin_miguel@yahoo.com>, <glorypearl.amwao@deped.gov.ph>, <marie.damocles@yahoo.com>, <elmer_lopez020805@yahoo.com.ph>, <lorenapbodoso@deped.gov.ph>, <anna.guison@deped.gov.ph>, <genevincent.perez@deped.gov.ph>, <germi.gonzales@deped.gov.ph>, <jonathanchristian.mallari@deped.gov.ph>, Angeline Rogel <angelinerogel@gmail.com>, <benedictjohnaure@gmail.com>, <luisito.pasigon@deped.gov.ph>, <annaclariza.coloma-morales@deped.gov.ph>, <myroncunanan@yahoo.com>, <jocelyn.buclicg@deped.gov.ph>, <kelvin.matib@deped.gov.ph>, <jocelyn.martin@deped.gov.ph>, <crispinbalagoy@gmail.com>, <omerlicyayo@gmail.com>, <jessica.gaano@deped.gov.ph>, <mikkopaolo.perez@deped.gov.ph>, <salimokaren@gmail.com>, <nesley.cruz@deped.gov.ph>, <jericaclara.machado@deped.gov.ph>, <jammanalo@gmail.com>, <daniel.carpina@deped.gov.ph>, <rhinamay.elicano@deped.gov.ph>, <ma.regina.rendal@deped.gov.ph>, <dennis.manzanero@deped.gov.ph>, <rowellmalabag_88@yahoo.com.ph>, <jjandracarmela.panganiban@deped.gov.ph>, <christine.batacan@deped.gov.ph>, <carlo.tibayan@deped.gov.ph>, <elizelpascua@yahoo.com>, <joannarose.labuguen@deped.gov.ph>, <skpconsulting16@gmail.com>, ryan acosta <ryan.acosta01@deped.gov.ph>, <colyne.usodan@deped.gov.ph>, <domilyn.silerio@deped.gov.ph>, <luisafe.montas@deped.gov.ph>, <julieann.azores@deped.gov.ph>, <rodolfo.robles@deped.gov.ph>, <maianoreenkaye@gmail.com>, <cjragodon@gmail.com>, <cherryjane.ragodon@deped.gov.ph>, <raysanperillo@gmail.com>, Mark Emann Magas <mark.magas@deped.gov.ph>, <bogspelingon@gmail.com>, <beaanne.baroma@deped.gov.ph>, <katrinajanehipolito@gmail.com>, <bolasco27@gmail.com>, <mariaisabelmandap@yahoo.com>, <marianne.tud@deped.gov.ph>, <noel.panga@deped.gov.ph>, <ryanpaul.olfindo@deped.gov.ph>, <atty.olfindo@gmail.com>, <joypauline.mijares@deped.gov.ph>, <fritzyquiobe@gmail.com>, <josekarlocamposano@deped.gov.ph>, <larry.delafuente@deped.gov.ph>, <paulakaren.igana@deped.gov.ph>, <dlcornal@yahoo.com>, <mllebares@ymail.com>, <darcy.delima@deped.gov.ph>, <maflordelis.domasian@deped.gov.ph>, <luisenrique.olondriz@deped.gov.ph>, <n.evan722@gmail.com>, <aragonjericpaul@gmail.com>, <arnel.najarila@deped.gov.ph>, <mariles.palacios@deped.gov.ph>, <ervin.banza@deped.gov.ph>, <john.panela@deped.gov.ph>, <engracia.cubita@deped.gov.ph>, <sflotilla@yahoo.com>, <majade.villanueva@deped.gov.ph>, <elizabeth_felasol@yahoo.com>, <atty_535@yahoo.com>, <erwincabartes71@icloud.com>, <joemarie_doza@yahoo.com>, <joseph.iturralde@deped.gov.ph>, <alberto.verdillo@deped.gov.ph>, <chitojohncolonial@gmail.com>, <tamayo_nelin@yahoo.com>, <medhurstrush@yahoo.com>, <racelmalaluan@gmail.com>, <espogi4@yahoo.com>, <legalsection_divnegocc@yahoo.com>, <ronald.villanueva001@deped.gov.ph>, <christine_jby@yahoo.com>, <mcvillalobos1983@gmail.com>, <lj.babatuan@deped.gov.ph>, <cleofe.montenegro@deped.gov.ph>, <mosjoan@yahoo.com>, <markadrian.glipa@deped.gov.ph>, <mjvlarena1983@gmail.com>, <rorijameslawrence@deped.gov.ph>, <vanessa.quijano@deped.gov.ph>, <lyreb_maurer@yahoo.com>, <depedlegalseccebucity@gmail.com>, <morata.joellyn@deped.gov.ph>, <orville.delacerna@deped.gov.ph>, <calagosfe@yahoo.com>, <aldwinbriandesabelle@deped.gov.ph>, <janice.derecho@deped.gov.ph>, <paquibot.christine1976@gmail.com>, <attyrunez@gmail.com>, <marinel.oro@deped.gov.ph>, <farolito.aclan@deped.gov.ph>, <salesna.augusto@gmail.com>, <marjorie.porcina@deped.gov.ph>, <Picardaldianne2827@gmail.com>.

<re2_jimenez@yahoo.com>, <aquilino.milar@deped.gov.ph>, <jeser.revalde@deped.gov.ph>, <arnold.perater@deped.gov.ph>, <shereemae.gutang@deped.gov.ph>, <eleanor.calumpiano@deped.gov.ph>, <bambeth_ao@yahoo.com>, <jondacatimbang@yahoo.com>, <jill.tormis@deped.gov.ph>, <josephusanthony.duenas@deped.gov.ph>, <mariasocorro.pancipanci@deped.gov.ph>, <ggapud@yahoo.com>, <gesonnabual1989@yahoo.com>, <rhearnardoquio@gmail.com>, <attysitsit@gmail.com>, <veronicaliza.bautista@deped.gov.ph>, <dimakiling.ernesto@gmail.com>, <rofelyn.vallinas01@deped.gov.ph>, RISTY ADARAYAN <ristyadarayan94@gmail.com>, <karisma.agraviador@gmail.com>, <orallerlivi@gmail.com>, <reynaldo.badilla@deped.gov.ph>, <tianneaguilar@gmail.com>, <magallanescliff@gmail.com>, <stm_420@yahoo.com>, <donnelleila@gmail.com>, <mollytulawiejirani_22@yahoo.com>, <anthonjohn@yahoo.com>, <vanmarie_9@yahoo.com>, <rauda.salisa001@deped.gov.ph>, <omarlouiesebastian@yahoo.com>, <medalle28@gmail.com>, <rey.janolino@deped.gov.ph>, <sheldayapdapan@yahoo.com>, <jill89.alpeche@gmail.com>, <thereseangelie.camache@deped.gov.ph>, <cecillebastasa1991@gmail.com>, <deped10.legal@gmail.com>, <heinzvillanueva@yahoo.com>, <romevonheart.valdez@deped.gov.ph>, <lord_laurence2002@yahoo.com>, <myrafloropay@gmail.com>, <wincepesisano@gmail.com>, <almsadrias@yahoo.com>, <vdonzabala@yahoo.com>, <alexucubillan@yahoo.com>, <gleinmark.bodiongan@deped.gov.ph>, <sheelahmerf@yahoo.com>, <joan.junia@deped.gov.ph>, <raymundo.escuadro@deped.gov.ph>, <elvin.tenizo@deped.gov.ph>, <gymbrydenmonton@yahoo.com>, <edward.adlawan@deped.gov.ph>, <zaimundheroleian85@gmail.com>, <florentinogbernardinoll@gmail.com>, <masungcad.law@gmail.com>, <costeloarnold@gmail.com>, <aningdacumos@gmail.com>, <carlamaiso26@gmail.com>, <nelynfrinal@gmail.com>, <herald.barneuvo@deped.gov.ph>, <marjolynballais@deped.gov.ph>, <matjylchris.harnero@deped.gov.ph>, <hamida.u.mantikayan@gmail.com>, <arneeulama@gmail.com>, <choy16_ndkc@yahoo.com>, <kennymarie.recona@deped.gov.ph>, <ayesha.pinol@deped.gov.ph>, <maryfaith.agustin@deped.gov.ph>, <salvador_rodell82@yahoo.com>, <nelda.ausad@deped.gov.ph>, <joefer0120@yahoo.com>, <lalinapitong@gmail.com>, <albertqdegino@gmail.com>, <jasmine.abapo@deped.gov.ph>, <irelanditchon@gmail.com>, <reginelorenzovingno@gmail.com>, <ruby.lapidez@deped.gov.ph>, <depedlegal13@gmail.com>, <bernaleselizalde@yahoo.com>, <melkaangela@yahoo.com>, <amordinerman@gmail.com>, <carlitoranoco@gmail.com>, <lucille.madelo@deped.gov.ph>, <legal.depedbcd@gmail.com>, <frostericka@gmail.com>, <kyllepalomas@hotmail.com>, <jmarcellones@yahoo.com>, <shysmile24@yahoo.com>, <neildumangas@gmail.com>, <miguela.ligutom@deped.gov.ph>, <vivaniinobbarrios@gmail.com>, <shielly.villamero@deped.gov.ph>, <maryjane.rosales@deped.gov.ph>, <joseph.eric82@gmail.com>, <perna.tejano@deped.gov.ph>, <vanessa.flora@deped.gov.ph>, <janelle.dogao@deped.gov.ph>, <dalton.teliao@deped.gov.ph>, <macris.sotelo@deped.gov.ph>, <janneliza.taloma@deped.gov.ph>, <jane_loretcha@yahoo.com>, <annette.doyaoen@deped.gov.ph>, <nover.singgangan@deped.gov.ph>, <deirdree001@gmail.com>, <cherry.astudillo@deped.gov.ph>, <kiatongaron@gmail.com>, <mitchikogayagay@gmail.com>, <yassema.macabando@deped.gov.ph>, <mohammad.gunting@deped.gov.ph>, <marilen.reyes@deped.gov.ph>, <katherine.hoggang@deped.gov.ph>, <rodellia.rivera@deped.gov.ph>, <ruhjen.osmena@deped.gov.ph>, <crenessa.gonzales@deped.gov.ph>, <hsmaninga@gmail.com>, <josa.nombres@deped.gov.ph>, <bern2aberin@gmail.com>, <acadgrace@yahoo.com>, <ceasar_cebujano@yahoo.com>, <ninaenriquez@deped.gov.ph>, <erness.regacho@gmail.com>, <elvie.bialno001@deped.gov.ph>, <marielynsantiago25@gmail.com>, <jean.litusquen@deped.gov.ph>, <terry07mercado@yahoo.com>, <wadeswabe@yahoo.com>, <allaneliezer@yahoo.com>, <annaliza.esperanza@deped.gov.ph>, <marieroselyn.mabao@deped.gov.ph>, <ynansally@gmail.com>

Dear Participants,

Good day!

This refers to the Invitation to the Webinar on the Efficient and Expedient Management of Administrative Cases and the Proper and Safe Handling of Case Records. Said webinar will be conducted through MS Teams.

In light of this, we would like to respectfully inform you that it is required to use a Microsoft Office 365 account in order to attend the said webinar. Kindly coordinate with your respective IT Department for the creation of your Microsoft Office 365 account and other technical concerns.

Thank you!

Respectfully,



JUSTIN MICHAEL H. BENERABA
 Technical Assistant I
 Legal Service – Legal Division
 Department of Education
 DepEd Complex, Meralco Avenue, Pasig City
 www.deped.gov.ph

On Fri, Oct 1, 2021 at 2:01 PM Justin Michael Beneraba <justin.beneraba@deped.gov.ph> wrote:

Greetings! I hope this email finds you well.

This is an advance copy of the Invitation for *the Webinar on the Efficient and Expedient Management of Administrative Cases and the Proper and Safe Handling of Case Records* spearheaded by the Legal Division, under the Legal Affairs Strand. For information and appropriate action of your Office.

Please also be guided that:

Participants are required to register via <https://forms.gle/RkYWu8mQ3NQ1A3zQ8>. The deadline of registration is on October 12, 2021. Only pre-registered participants, those who filled up the attendance form during the webinar and those who will accomplish the pre and post-test shall receive an E-Certificate of Participation.

The target participants for the Webinar shall be employees of the DepEd under the Records Division, those acting as data/document management officers, or those who handle the receiving or routing of case records, and the legal officers of the Central Office, Regional Offices and Division Offices. The breakdown of the number of the target participants are as follows:

>256 participants for-Luzon

Region 1, 2, 3, 4A, 4B, National Capital Region, and Cordillera Administrative Region – 2 administrative officer/staff under the Records Office and the head of Legal Office or his representative and 1 Data Management Officer (Administrative Officer/Administrative Support). Four participants for each region with a total of 32 target participants.

For the 108 Schools Division Office (SDO) under the jurisdiction of the respective Regional Office – 2 administrative officer/support under the Records Office and the head of Legal Unit or his authorized representative with a total of 224 target participants.

LUZON	Regional Office		Schools Office	Division
	Records Officer	Legal Office	Records Officer	Legal Office
Region 1 – 14 SDO	2	2	28	1
Region 2 – 9 SDO	2	2	18	1
Region 3 –	2	2	40	1

20 SDO				
Region 4A – 21 SDO	2	2	42	1
Region 4B – 7-SDO	2	2	14	1
Region 5 – 13 SDO	2	2	26	1
CAR – 8 SDO	2	2	16	1
NCR – 16 SDO	2	2	32	1
TOTAL	16	16	216	8
Grand Total:	256			

>119 participants for Visayas

Region 6, 7 and 8 – 2 administrative officer/staff under the Records Office and the head of Legal Office or his representative and 1 Data Management Officer (Administrative Officer/Administrative Support). Four participants for each region with a total of 12 target participants.

For the 52 SDO under the jurisdiction of the respective Regional Office – 2 administrative officer/support under the Records Office and the head of Legal Unit or his authorized representative with a total of 107 target participants.

VISAYAS	Regional Office		Schools Office	Division
	Records Officer	Legal Office	Records Officer	Legal Office
Region 6 – 20 SDO	2	2	40	1
Region 7 – 19 SDO	2	2	38	1
Region 8 – 13 SDO	2	2	26	1
TOTAL	6	6	104	3
Grand Total:	119			

>133 participants for Mindanao

Region 9, 10, 11, 12, and 13 (CARAGA) – 2 administrative officer/staff under the Records Office and the head of Legal Office or his representative and 1 Data

Management Officer (Administrative Officer/Administrative Support). Four participants for each region with a total of 20 target participants

For the 54 SDO under the jurisdiction of the respective Regional Office – 2 administrative officer/support under the Records Office and the head of Legal Unit or his authorized representative with a total of 113 target participants

MINDANAO	Regional Office		Schools Office	Division
	Records Officer	Legal Office	Records Officer	Legal Office
Region 9 – 8 SDO	2	2	16	1
Region 10 – 14 SDO	2	2	28	1
Region 11 – 11 SDO	2	2	22	1
Region 12 – 9 SDO	2	2	18	1
Region 13 (CARAGA) – 12 SDO	2	2	24	1
TOTAL	10	10	108	5
Grand Total:	187			

For the Central Office, 40 slots shall be allotted. 6 slots for the records division, 2 slots for the Office of the Secretary, 2 slots for the Public Action Assistance Center, 4 for LeAHD, 4 for OULA, 4 for OASLA, 2 for the Office of the Director, 8 for Legal Division, 8 for Investigation Division.

For inquiries and clarifications kindly contact Ms. Philline Kate M. Dugayo, Technical Assistant II, Legal Division at philline.dugayo@deped.gov.ph or at ls.ld@deped.gov.ph and through the following number: 8-637-6206/09474270349.

Thank you!

Respectfully,



JUSTIN MICHAEL H. BENERABA
 Technical Assistant I
 Legal Service – Legal Division
 Department of Education
 DepEd Complex, Meralco Avenue, Pasig City
www.deped.gov.ph

10/7/21, 1:29 PM

Department of Education Mail - Fwd: Memorandum Invitation to CO and Field Offices re Document Management Webinar

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