



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
Schools Division of NEGROS ORIENTAL

Office of the Schools Division  
Superintendent

20 JAN 2024

**DIVISION MEMORANDUM**

No. 0071 s. 2024

**SEMINAR-WORKSHOP ON INVENTORYING TO ASSESS POSSIBILITY OF  
DISCARDING OLD NUMEROUS (ITAPDON) FILES CUM ORIENTATION ON THE  
POLICY PROCEDURAL GUIDELINES ON CERTIFICATION, AUTHENTICATION  
AND VERIFICATION (CAV) OF SCHOOL RECORDS**

To: Assistant Schools Division Superintendent  
Chief, CID and SGOD  
Public Schools District Supervisors/Districts In-Charge  
District/Central School Office's Records In-Charge  
Main Secondary School Registrar/School Records' In-Charge

1. RA 9470 otherwise known as the "National Archives of the Philippines Act of 2007" aims to effectively implement the policy and procedural guidelines in the proper disposal of records that are considered valueless or for archival records.
2. Further, school records serve a vital role in the future undertakings of a learner. It is important that these school records are verified as to its authenticity. Thus, there is a need to be knowledgeable in the policy and procedural guidelines in verifying these records.
3. Anent this, the Division of Negros Oriental thru the Administrative Services Division-Records Unit will conduct a seminar-workshop on Inventorying to Assess Possibility of Discarding Old Numerous (ITAPDON) Files Cum Orientation on The Policy Procedural Guidelines on Certification, Authentication and Verification of School Records on **February 23, 2024** at **Plaza Maria Luisa Suites Inn**.
4. Participants are the district office records in charge and school registrar (with item) or secondary school records' in-charge and selected division office personnel.
5. Please see the attached list of the participants.

Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City  
Telephone Nos. (035) 225-2838/225-2838/225-2376/422-7644



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6. Participants who are handling office records are advised to bring with them a copy of the Agency Records Disposition Schedule (RDS) and General Records Disposition Schedule (GRDS) which can be downloaded from the website specifically DM No. 408 S. 2023.
7. Meals (breakfast and lunch) and 2 snacks are chargeable against GAD training funds while traveling & other incidental expenses are chargeable against local/school MOOE funds subject to the usual accounting rules and regulations.
8. Division office participants are advised to attend the workshop in the afternoon.
9. The committee members are directed to convene on Feb 22, 2024 to discuss matters prior to the conduct of the activity.
10. Participant from other division is advised to secure a travel order.
11. This memorandum serves as your **Authority to Travel**.
12. Immediate dissemination and compliance of this memorandum is desired.

  
**NERI C. OJASTRO, EdD., CESO V**  
Schools Division Superintendent

1/26/24

NCO/JMA-MKP-NILR/AdS/LBY/tsd

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<b>DISTRICT</b>	<b>PARTICIPANTS</b>
Manjuyod 1	Sheena B. Dahil-Dahil, ADAS III Joycie O. Dia-una, ADAS II
Manjuyod 2	Jessel C. Romano, ADAS II Danilo Bendijo, Registrar I
Bindoy 1	Celeste M. Real, AO II Janeth B. Mendoza, ADAS II
Bindoy 2	Myrna Tepacia, AO II Roselyn Vallega, Registrar I
Tayasan 1	Marie Teresett S. Tabaranza, AO II Cherry- Mae T. Briones, ADAS III
Tayasan 2	Susie James B. Delegero, AO II Jayson L. Angel, ADAS II
Ayungon 1	Lerna C. Langomes, ADAS III Armila E. Caday, Registrar I
Ayungon 2	Honeylyn F. Cadiante, AO II Shiela P. Calidquid, ADAS III
Jimalalud 1	Glecel C. Cuevas, ADAS II Leovie M. Bellosillo, Registrar I
Jimalalud 2	Marivic S. Faburada, ADAS 2 Marlie P. Gantalao, ADAS 2
La libertad 1	Kathleen Mae A. Tequillo, AO II Gereme B. Roda, Registrar I
La libertad 2	Kathleen Mae A. Tequillo, AO II Gereme B. Roda, Registrar I
NOHS	Keith Dominic W. Dapat, ADAS II Nelly Gertrudes T. Villegas, Registrar I
Sibulan 1	Rodney C. Medez, ADAS II May Ann P. Saldivar, ADAS II
Sibulan 2	Maria Antonia E. Barandog, AO II Maelen B. Quibol, AO II
San Jose	Hyacinth A. Guarin, ADAS II Emily S. Zerna, ADAS II
Amlan	Ginalyn S. Regacho ADAS II Sonia Dizon, ADA I
Mabinay 1	Moore Bhey Lagos, ADAS II Maysheil Zerna, ADAS 2

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Mabinay 2	Ebaristo A. Pair, ADAS II Cordel Mark O. Ambos, ADAS II
Mabinay 3	Jennilene G. Cadiante, AO II Cosme Jr. P Bohol, Registrar I
Mabinay 4	Dan Josyl F. Cabual, AO II Vorn Vincent V. Visagas, ADAS II
Valencia	Jennifer Tubal, ADAS II Rechel P. Jaluag, Registrar I
Bacong	Vida Estrada, AO II Angelica Sedillo, ADAS II
Dauin	Marife T. Alaban, AO II Sarah C. Paray, Registrar I
Zamboanguita 1	Mark August Barte, ADAS II Marie Rosalie L. Bergado, ADAS II
Zamboanguita 2	Anne Wednesday A. Faustorilla, ADAS III Liezl B. Bangalando, AO II
Siaton 1	Honey Shane T. Luce, AO II Catherine E. Casimiro, ADAS II
Siaton 2	Hilda S. Futralan, AO II Rahani Tess N. Radones, Registrar 1
Siaton 3	Luralei G. Repollo, AO II Alexandria M. Belarmino, ADAS II
Siaton 4	Mark John J. Kilapkilap, ADAS II Noeme Joy May G. Nocos, ADAS II
Sta Catalina 1	Jessica G. Villan, AO II Casmer T. Paltingca, ADAS II
Sta Catalina 2	Janeth C. Alabata, ADAS II James E. Caro, ADAS II
Sta Catalina 3	Marlou E. Cadungog, ADAS-II Madel T. Moleño, REGISTRAR I
Sta Catalina 4	Vanessa T. Saycon AO 2 Deborah Y. Vasquez, ADAS 2
Canlaon City Division	Methuselah Alvarez, Registrar I, SDO Records Officer Designate
Division Office Personnel	Jason Fermiza, AO II Sheena Lee B. Torres, AO II Ivonne Marie M. Villafranca, ADAS III

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	Roy Mira Cadinan, ADAS II Rina Duran, ADAS II Andre P. Amor, ADAS II Julius Paul Partosa, AO II Sushiila Mecla, ADAS II Phoebe Jean A. Sagolili , ADAS II Mauricio Y. Paalan, ADAS II
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Consultants:

Lani B. Yurong, AO V  
Atty. Marjorie Porcina, Legal Assistant I  
Remylin V. Gao-gao, ITO I  
Jian A. Diaz, AO IV (HRMU)

Committee Members

Records Unit:

Tara Gay S. Dapat, AO IV  
Antonio Ricardo E. Duran, ADA I  
Francisco M. Piñero Jr., ADA I  
Eva May C. Villegas, ADAS II

HRMU:

Christine Flores Camacho, AO II  
Junica Stephanie Currell, ADAS II

ICT:

Alfredo Ticon, Demo I

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