



Republic of the Philippines
Department of Education
CARAGA REGION

QATAME FORM 1

END PROGRAM EVALUATION REPORT

Title of the Training : Re-Orientation on Records Management and Related Laws
Venue : Virtual
Inclusive Date of Program : June 17, 2022
Activity Owner : Mary Christine A. Odtojan
Functional Division : ASD

INDICATORS	MEAN	QUALITATIVE DESCRIPTION
A. Program Management	3.70	Outstanding
B. Delivery of Content	3.70	Outstanding
C. Attainment of Objective	3.72	Outstanding
D. Program Management Team	3.73	Outstanding
E. Virtual Meeting/Orientation Etiquette	3.70	Outstanding
F. Internet Access	3.50	Very Satisfactory
OVERALL MEAN	3.67	Outstanding

LEGEND: 3.5 – 4.00 (Outstanding); 2.5 – 3.49 (Very Satisfactory); 1.5 – 2.49 (Satisfactory); 1.0 – 1.49 (Needs Improvement)

*Target average rating for all training venues is 3.5 – 4.0 or 88% up to 100% (inclusive of ALL 7 indicators)

What is your most significant learning for the day?

- Awareness about managing records.
- Data privacy act and records management and records life cycle
- Data privacy and records disposition
- Data privacy
- Documents are the lifeline of the office.
- Each type of document has its own retention period
- I learned on the importance data privacy
- I was able to refreshened my knowledge with regards to safe records it's importance to your job and to your personal life & to be able to understand the importance of data privacy act and its impact to our life specially in protecting our privacy.
- Importance of data privacy on documented information, keeping and maintaining the inventory of records and proper disposal of records.
- Importance of data privacy
- Learned on how each information or data and other be kept in private and not open to everybody
- Proper disposal of records
- Proper management of records
- Provide data privacy on each data or documents you have in your office
- Provisions and importance of RA 9470
- Record management is essential to the workplace
- Records disposal and management
- Records maintenance management, data privacy of documented information and related laws
- Records management its cycle
- Reoriented on records management and reminded on the importance of the inventory of records
- Re-oriented on the guidelines and policies of records management, and data privacy law.



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- Significance of record keeping
- The importance of data privacy act for it ensures to protect all forms of information, private, personal, or sensitive and the importance of confidentiality while providing one's information
- The importance of data privacy and record management... Protection of all form of information
- The importance of the inventory and proper disposal of records. Also, learning better the cycle.
- The most significant learning about the orientation today is that record is very important in the management
- The most significant learning about the orientation today is the importance of records in management.
- The proper way of disposing records and other documents
- To always be mindful and practice right way of disposal.

What will you do differently be in your current position, given your learning?

- Abide the guidelines and policies of records management.
- Abide with what is right and proper way of disposing and management of records and documents
- Applied it to organize my files
- Apply and share knowledge to co-workers
- Be aware of the law
- Be careful on what information to be share and keep all records safe and in order
- Be mindful in the handling, safekeeping, and proper disposal of records
- Comply required inventory annually
- Ensure security of data and personal information
- Follow and implement
- Follow the proper disposal of records and see to it that records are properly filed according to its classifications.
- For me, i do differently being in my current position is to be more responsible in keeping and securing the records and documents safe.
- I do differently in my current position is to record all files and all documents must be monitored.
- I must remind my officemates on this matter.
- I will apply the knowledge that i learned in my daily life it may be work or personal.
- I will improve my work quality.
- I will manage my records well this time
- Info drive re: the importance of keeping and protecting personal data information and not to disclose to third parties without the consent of the data owner.
- Keep all documents in the office does not open to everybody's eyes
- Knowledge on data information privacy and proper disposition of records files
- Learn to segregate your documents according to their kinds and disposition schedule
- Observe accountability and recognize the fact that records inventory, safekeeping, and management is everyone's responsibility.
- Observe proper mgt of records
- Only the involved person/payee will see her/his data or information his/her claims
- Preserves and maintains authenticity and reliability of the records
- Receive and maintain documents as prescribed by the office policies.
- Records management is truly important on my current position specially how to handle the documents at hand
- Regular updating on the inventory of records and/or records disposition schedule and observed proper labeling of documents for easy access.
- To be mindful of safekeeping documents

- Update files

Comments and Suggestions:

- Can this be conducted annually if time and funds permit?
- Congratulations to the team
- Do the same activity every year as a sort of reminding each office personnel of their accountability and responsibility.
- Face to face discussion
- Keep informing concerned personnel about privacy of records of individual
- More activities like this
- My hearty commendations to the team... Keep it up!
- None so far. The orientation was effectively delivered.
- None, keep up the good work.
- Reorientation can help everyone to be reminded on what to do with the documents or records.
- Shall be done every first quarter of the year and as an output all offices are required to submit inventory of records and nap forms.
- Thank you for this kind of seminar to guide and give us more knowledge in recording and keeping especially important documents. God blesses!
- Very well managed activity!

Prepared by:


JESUS D. NONO, Ph. D.
QATAME Coordinator

Noted by:


MARILYN F. ANTIQUINA
Chief - Q.A.D.



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END PROGRAM EVALUATION REPORT

Title of the Training : Semi-Annual Convergence Meeting of Regional and Division Supply Officers
Venue : Virtual
Inclusive Date of Program : June 28, 2022
Activity Owner : Zenylou F. Buyan
Functional Division : ASD

INDICATORS	MEAN	QUALITATIVE DESCRIPTION
A. Program Management	3.76	Outstanding
B. Delivery of Content	3.70	Outstanding
C. Attainment of Objective	3.63	Outstanding
D. Program Management Team	3.68	Outstanding
E. Virtual Meeting/Orientation Etiquette	3.60	Outstanding
F. Internet Access	3.56	Outstanding
OVERALL MEAN	3.66	Outstanding

LEGEND: 3.5 – 4.00 (Outstanding); 2.5 – 3.49 (Very Satisfactory); 1.5 – 2.49 (Satisfactory); 1.0 – 1.49 (Needs Improvement)

*Target average rating for all training venues is 3.5 – 4.0 or 88% up to 100% (inclusive of ALL 7 indicators)

What is your most significant learning for the day?

- The various guidelines for new COA circular.
- The updates on amended forms to be use.
- The most significant learning we had for today was about the newest issuances on managing properties and inventories and the reports that needed to be complied.
- Prescribe guidelines on property management.
- Learned some changes in the property management procedures.
- ICS for low value properties will be automatically cancelled.
- I think it's about setting up an activity timeline to help us determine what and when do we need to complete a certain task. It is important to be organized so we can complete a project before deadline.
- I have learned and clarified the COA circulars regarding Inventory management.

What will you do differently be in your current position, given your learning?

- To do my best in the implementation of the amendments.
- To apply in the division.
- I will try to apply it on my current reporting.
- Follow diligently the guidelines and procedures on COA circulars.
- Create a timeline for all the activities needed in supply unit.
- Being aware of the latest issued guidelines, and circular.
- Be more consistent with following the guidelines and develop tools that will help in managing a large amount of data to help in immediate compliance of reports needed.
- Apply this to my daily job and disseminate the same to the school's property custodians.



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Comments and Suggestions:

- We appreciate being assigned the responsibility for carrying out the changes to the government property procedure. Since this is so important to us, we hope that we will also receive support in the form of tools (unified inventory system).
- I'll figure it out whenever on actual work.
- I would like to suggest that maybe next time it will be conducted as face-to-face orientation/seminar. And thank you for the clarifications of issues.
- Hopefully the next convergence meeting will be on a face-to-face modality.
- Face to face training for positive interaction.
- Face to face is better when it comes to orientation of new policies and process.
- F2f conduct of the convergence.

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