

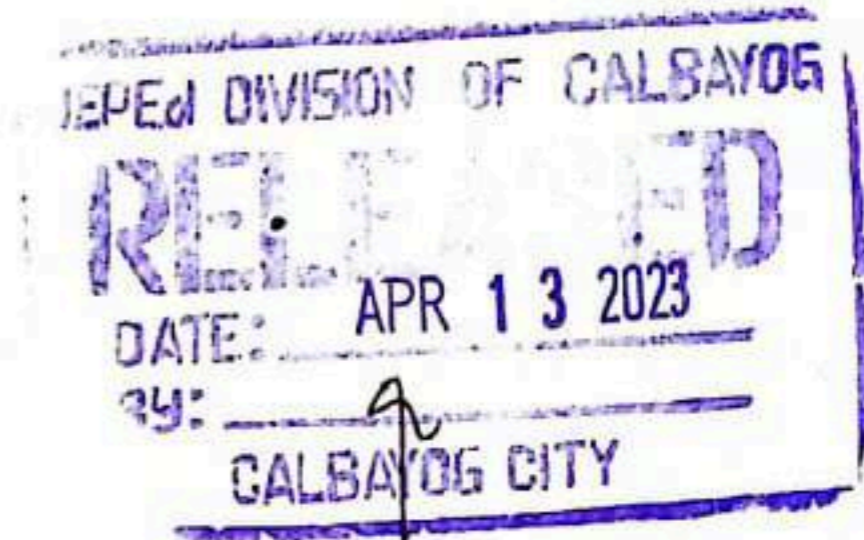


Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF CALBAYOG CITY

DIVISION MEMORANDUM
No. 137, s. 2023

TO: Assistant Schools Division Superintendent
CID and SGOD Chiefs
Unit/Section heads
All Others Concerned

FROM: **MOISES D. LABIAN JR. PhD, CESO VI**
Assistant Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent



SUBJECT: **ORIENTATION ON THE RECORDS PROCESSES AND THE GUIDELINES AND PROCEDURES IN THE CONDUCT OF INVENTORY AND DISPOSITION OF RECORDS FOR DESIGNATED RECORDS CUSTODIAN PER UNIT**

DATE: **April 13, 2023**

1. This Office, through the Records Section, shall conduct an Orientation on the Records Processes and the Guidelines and Procedures in the Conduct of Inventory and Disposition of Records for Designated Records Custodian per Unit on **April 20, 2023 at 1:00 p.m. to 4:00 p.m. at the SDO Conference Hall.**
2. This activity aims to:
 - a. orient the Division Records Custodian of their duties and responsibilities of their duties and responsibilities in their respective units;
 - b. discuss the implementation of Document Tracking procedure in handling incoming and outgoing documents/communications;
 - c. discuss the procedures in the conduct of inventory and disposal of records; and
 - d. provide technical assistance in the management of records/documents per unit
3. The participants to this activity are all the Division Records Custodian per Unit.
4. Immediate dissemination of and compliance with this memorandum are desired.



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