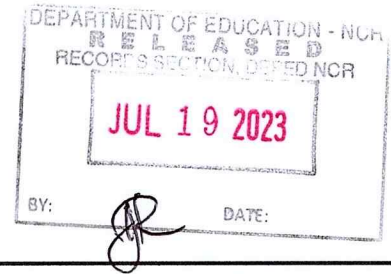




Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



July 17, 2023

REGIONAL MEMORANDUM

ORD-2023- 646

To: Schools Division Superintendents
- Division Records Officers

COORDINATION MEETING WITH DIVISION RECORDS OFFICERS

1. Division Records Officers are advised to attend the Coordination Meeting of on Friday, July 21, 2023, 9:00 AM onwards at the LRMD Room (2nd floor), Regional Office.
2. The agenda are as follows:
 - a. Discussion re: PAWIM of Records Section
 - b. Documents Management Procedure and Document Control Matrix
 - c. Discussion of issues and concerns with regard the handling of records of defunct school
 - d. Other Matters
3. Attendance is a must.
4. For information and compliance.


WILFREDO E. CABRAL, CESO III
Regional Director



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