



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

November 04, 2024


REGIONAL MEMORANDUM

No. 1190, s. 2024

To: Schools Division Superintendents
 - Division Records Officers

COORDINATION MEETING WITH DIVISION RECORDS OFFICERS

1. Division Records Officers are advised to attend the Coordination Meeting cum workshop on November 15 and 19, 2024 at 8:30 AM onwards, venue to be announced.
2. The agenda is as follows:
 - a. Discussion of Documents Management Procedure and Document Control Matrix
 - b. Crafting and presentation of SDO Records Unit Quality Control Plan (QCP)
 - c. Discussion of issues and concerns with regard the handling of records
 - d. Other Matters
3. Attendance is a must.
4. For information and compliance.


JOCELYN DR ANDAYA
 Regional Director, NCR
 concurrent Officer-In-Charge,
 Office of the Assistant Secretary for Operations