

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

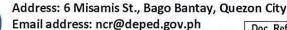
Regional Director, NCR concurrent Officer-In-Charge,

Office of the Assistant Secretary for Operations









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