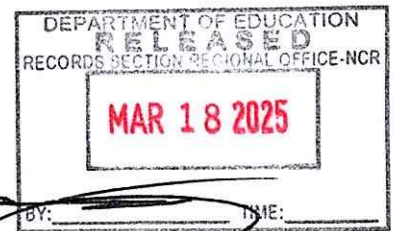




Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION



March 14, 2025


**REGIONAL MEMORANDUM**

No. 274, s. 2025

**To: Schools Division Superintendents**  
- Division Records Officers

**COORDINATION MEETING WITH DIVISION RECORDS OFFICERS**

1. Division Records Officers are advised to attend the Coordination Meeting on March 21, 2025 at 8:30 AM onwards, venue to be announced.
2. The agenda is as follows:
  - a. Discussion of the proposed amendments to DepEd Order No. 48, series of 2017 (CAV Procedural Rules and Guidelines) and the DepEd Records Disposition Schedule (DepEd RDS).
  - b. Discussion of issues and concerns related to the handling of communications using the Document Online Tracking System (DOTS), from the Schools Division Office (SDO) to the Regional Office.
  - c. 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



6 Misamis St., Bago Bantay, Quezon City  
ncr@deped.gov.ph  
depedncr.com.ph

