



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



Office of the Regional Director

26 June 2023

Regional Memorandum
No. 356 s. 2023

2023 VIRTUAL KUMUSTAHAN OF SDO RECORDS OFFICERS

To Schools Division Superintendent

1. To provide technical assistance to Schools Division Offices in implementing organizational policies on records management and to continuously provide assistance with the implementation of One DepEd, One QMS to SDO Records Officers, this office through the Administrative Services Division, Records Section will be conducting a **Virtual Kumustahan** on **June 27, 2023**, from **9:00 am to 4:00 pm via Microsoft Teams**.
2. The meeting link will be sent to the participants' email.
3. For further information, kindly contact Ms. Babeth Cruz at record.calabarzon@deped.gov.ph.
4. Immediate and widest dissemination of this Memorandum is earnestly desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

1 Reference: Job Description Summary
version 2 for Administrative Division

ROA/R1



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



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