

Records-RM-2024-291

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

22 April 2024


Regional Memorandum

No.291 s.2024

**VIRTUAL KAMUSTAHAN WITH REGION IV-A CALABARZON
SDO RECORDS OFFICERS**

To: **Schools Division Superintendents**

1. The Records Section, through the Administrative Services Division (ASD), announces the conduct of the **Virtual Kamustahan with Region IV-A CALABARZON SDO Records Officers** on April 23, 2024, Tuesday, from 1:00 pm to 5pm.
2. Participants in this virtual assembly are the Records Officers of the 23 Schools Division Offices of Region IV-A CALABARZON.
3. The items for deliberation are as follows:
 - a. status of One DepEd, One QMS of Records Unit,
 - b. update on Records Inventory and Disposal,
 - c. list of documents submitted to the Regional Office,
 - d. updated list of SDO Records Officers, and
 - e. in-person activity with registration on the last quarter of 2024.
4. Meeting link shall be sent to the registered DepEd email addresses of the participants an hour before the virtual meeting. All are enjoined to be at the meeting 15 minutes prior to the commencement time.
5. Kindly reach Babeth C. Cruz of the Records Section of the Administrative Services Division for any clarifications at (02) 8682-2114 local 484.
6. Prompt dissemination of this Memorandum is desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

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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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