



REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF EDUCATION**  
NATIONAL CAPITAL REGION  
**SCHOOLS DIVISION OFFICE – MARIKINA CITY**

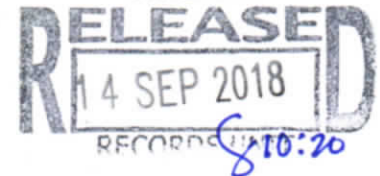
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**DIVISION MEMORANDUM**

**TO:** Elementary and Secondary Schools Principals  
Officer-In-Charge  
School Registrar  
School Clerks  
Public Schools Only

DIVISION OF CITY SCHOOLS  
MARIKINA



**FROM:**   
**SHERYLL T. GAYOLA**  
Officer-In-Charge  
Office of the Schools Division Superintendent

**SUBJECT:** 3<sup>rd</sup> QUARTERLY MEETING RECORDS CUSTODIAN

**DATE:**

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1. This office calls for a meeting on **September 28, 2018, Friday, 1:00 pm- 5:00 pm at the AVR II**, to discuss the following agenda:
    - a. Refresher of Certification, Authentication, Verification (CAV) issues and concerns.
    - b. Implementation of Records Disposition
  2. Attendees to this meeting are all School Registrar and School Clerk. (1 registrar and 1 school clerk per school).
  3. Attendance is a **MUST**.
  4. For your information and guidance.