



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE – MARIKINA CITY
Shoe Ave., Sta. Elena, Marikina City
+63 (02) 682-2472 / 682-3989 (CID) / 508-6113 (SGOD)
<https://depedmarikina.ph> / (email) sdo.marikina@deped.gov.ph



MEMORANDUM TO:

DEC 04 2020

OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD & CID
Elementary and Secondary School Heads
Officers-In-Charge
Registrars
School Clerks
Public Schools

WEBINAR ON THE PROJECT UPGRADE FOR RECORDS SERVICES

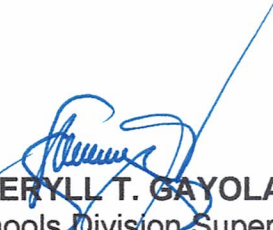
Please be informed that there will be a webinar on **Project UPGRADE** (Unified Protocol as Guide for Responsible Actions and Directions for Employees) for Records Services on December 7-9, 2020 via Google Meet through this link: meet.google.com/iaq-szzh-zij

Participants to this activity are the 39 Elementary & Secondary School Registrars and 33 Elementary & Secondary School Clerks.

Participants who shall attend on December 8 (Holiday) shall be given one (1) day Compensatory Time-Off/Service Credits.

Activity expenses are chargeable against MOOE fund subject to budgeting, accounting and auditing rules and regulations.

Immediate and wide dissemination of this memorandum is desired.


SHERYLL T. GAYOLA
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent