

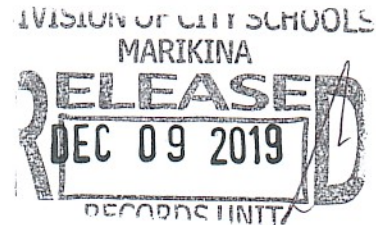


REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE – MARIKINA CITY

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DIVISION MEMORANDUM:



TO: OIC, Asst. Schools Division Superintendent
Chief, CID & SGOD
Elementary & Secondary Principals
Officer-In-Charge
School Registrars
School Clerks
Public Schools Only

FROM:

For: **SHERYLL T. GAYOLA**
Education Program Supervisor
Officer-In-Charge
Office of the Schools Division Superintendent

By: 
CEASAR AUGUSTOS E. CEBUJANO
Attorney III
Officer-In-Charge
Office of the Schools Division Superintendent

SUBJECT: **4th Quarter Meeting of Records Custodians**

DATE: December 9, 2019

1. This office calls for a meeting on **December 11, 2019, Wednesday, 1:00-4:00 pm** at the **Gabalton Conference Hall, Marikina Elementary School**, this division, to discuss the following agenda:
 - a. Status of Scanned Form 137-SF 10
 - b. Other matters
2. Attendees to this meeting are all School Registrar/Teacher-Registrar and School Clerk (1 Registrar, 1 School Clerk per school.)
3. Attendance is a **MUST**.
4. Immediate dissemination of this Memorandum is desired.