



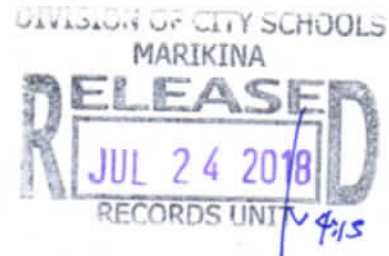
REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF EDUCATION**  
NATIONAL CAPITAL REGION  
**SCHOOLS DIVISION OFFICE – MARIKINA CITY**

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**MEMORANDUM:**

Chief Education Supervisor, CID and SGOD  
Elementary and Secondary Principals  
Officer-In-Charge  
Public Schools Only



**CORRIGENDUM TO UNNUMBERED MEMORANDUM DATED JULY 16, 2018  
ENTITLED SEMINAR-WORKSHOP ON BASIC RECORDS MANAGEMENT**

Relative to the unnumbered memorandum dated July 16, 2018 re: Seminar-Workshop on Basic Records Management, the field is hereby informed that the said undertaking which was originally scheduled on August 2-3, 2018 is reset to **August 7-8, 2018**, from 8:00 am to 5:00 pm at the AVR 2, Schools Division Office, Marikina City.

Immediate and wide dissemination of this Memorandum is desired.

For:

**SHERYLL T. GAYOLA**

*Officer-In-Charge*

*Office of the Schools Division Superintendent*

By:

  
**ELISA O. CERVEZA**

*CID, Chief*

*Officer-In-Charge*

*Office of the Schools Division Superintendent*