



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

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DIVISION OF CITY SCHOOLS
MARIKINA

RELEASED
JUN 25 2019
RECORDS UNIT

DIVISION MEMORANDUM:

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

FROM: 
JOEL T. TORRECAMPO
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

SUBJECT: 2nd Quarter Meeting of Records Custodians

DATE: June 24, 2019

1. This office calls for a meeting on **June 28, 2019, Friday, 1:00-4:00 pm** at the AVR of **Sto. Niño Elementary School**, this division, to discuss the following agenda:
 - a. Advisory re: Changes in CAV Procedures
 - b. SF 5/6
 - c. Inventory of Records Appraisal
 - d. 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.