DIVISION MEMORANDUM

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

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

SUBJECT: 1st QUARTERLY MEETING RECORDS CUSTODIAN

DATE: March 20, 2019

1. This office calls for a meeting on March 29, 2019, 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. SF 5/6
   c. Other matters

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.