



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

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DIVISION MEMORANDUM:

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

SCHOOLS DIVISION OFFICE
Marikina City
RECORDS UNIT
RELEASED

~~SEP 16 2019~~ Time: 7:28
By: [Signature]

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

SUBJECT: **3rd Quarter Meeting of Records Custodians**

DATE: September 16, 2019

1. This office calls for a meeting on **September 27, 2019, Friday, 1:00-4:00 pm** at the **AVR of Sta. Elena High School**, this division, to discuss the following agenda:
 - a. Orientation of Document Tracking System (DTS)
 - b. Form 137 concerns
 - c. 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.