



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF TACLOBAN CITY
Tacloban City



November 14, 2023

DIVISION MEMORANDUM

No. 673, Series of 2023

**VIRTUAL MEETING cum CAPABILITY BUILDING OF DIVISION, AND
IMPLEMENTING UNITS RECORDS OFFICERS**

**TO: Assistant Schools Division Superintendent
Records Officers
Records Custodians
All Other Concerned**

1. In reference to Regional Memorandum AD-RS-2023-1252 entitled "Virtual Meeting cum Capability Building of Regional, Division and Implementing Units Records Officers."
2. The Regional Office through the Records Office requires the School Division Records Section and Implementing Units including Records Custodians to attend the virtual meeting on November 17, 2023/Friday.
3. The participants shall log on 30 minutes prior to the start of the virtual meeting through Google Meet. The link shall be provided one hour prior to the meeting. The participants shall confirm their attendance through this email: ariam.cinco@deped.gov.ph on or before November 17, 2023.
4. Immediate dissemination of and strict compliance with this Memorandum is desired.



J. Lumpas
JUDELLA R. LUMPAS, EdD., CESO VI
Schools Division Superintendent