



Republic of the Philippines
Department of Education
 REGION VIII - EASTERN VISAYAS

November 14, 2023

REGIONAL MEMORANDUM
 AD-RS-2023- 1252

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

To: Schools Division Superintendents
 Records Officers
 Records Custodians
 All Others Concerned

1. To ensure continuous delivery of services of the Records Section in the context of pandemic, the Records Section personnel and employees of the regional office and division offices shall convene online on November 17, 2023 following the attached schedule. The participants are listed in the Meeting Schedule.
2. The meeting aims to:
 - a. thresh out issues and concerns on records services;
 - b. provide updates on the records services and programs; and
 - c. revisit processes of the records section to improve services and programs.
4. 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: ariem.cinco@deped.gov.ph on or before November 17, 2023.
5. Immediate dissemination of and strict compliance with this Memorandum are desired.

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EVELYN R. FETALVERO, CESO IV
 Regional Director *8*

Enclosure: Meeting Schedule

To be indicated in the Perpetual Index under the following subjects:

VIRTUAL

MEETING

RECORDS SERVICES

AD-RS-AVC

