



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF BULACAN

November 22, 2021

DIVISION MEMORANDUM
No. 278, series 2021

**ONLINE ORIENTATION ON RECORDS MANAGEMENT
FOR ELEMENTARY RECORDS CUSTODIAN**

1. The Records Section Schools Division Office will hold the Online Orientation on Records Management for personnel in charge of records in the elementary level on December 16-17, 2021.
2. The objectives of the seminar are:
 - 2.1. To improve quality records management in schools and offices within the Schools Division of Bulacan;
 - 2.2. To assure that transactions are properly documented and maintained for future use;
 - 2.3. To know the importance of other relevant matters pertaining to records keeping, maintenance and disposition of documents;
 - 2.3. To be able to share knowledge among the records custodian to further improve the services rendered to different stakeholders.
3. The following are the participants:
 - 3.1 61 Elementary Records Custodian
 - 3.2 6 Technical Working Group
4. Expenses to be incurred shall be charged against Division Inset Funds subject to the usual accounting and auditing procedures.
5. For more information, details, queries and other concerns, please contact Josefina S. Pedroche or Ronald G. Salvador at (044) 795-04-56.


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Schools Division Superintendent

