



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

January 20, 2026

OFFICE MEMORANDUM
No. 003, s. 2026

Addendum to the Office Memorandum No. 002, s. 2026 Division Office Capacity Building on Records Management System

To : Asst. Schools Division Superintendents
Division Chiefs
OSDS Unit Heads
Records Personnel
Public Schools District Supervisors – Elementary and Secondary
All others concerned

1. In relation to Office Memorandum No. 002, s. 2026, this Office hereby announces the inclusion of additional participants, namely the thirty-three (33) Public Schools District Supervisors from both the Elementary and Secondary levels, to the Division Office Capacity Building on Records Management System. Said activity is scheduled on January 28, 2026, from 8:00 a.m. to 12:00 noon, at the SDO Conference Hall.
2. All other matters in the Office Memorandum 002, s. 2026 are still in effect.
3. Wide dissemination of this Memorandum is desired.

CECILIA E. VALDERAMA, PhD, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent