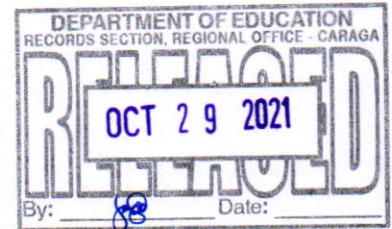




Republic of the Philippines
Department of Education
CARAGA REGION



October 27, 2021

REGIONAL MEMORANDUM

No. 952, s. 2021

To: SCHOOLS DIVISION SUPERINTENDENTS
This Region

ROLL-OUT OF THE DEPED CARAGA CONTEXTUALIZED
RECORDS (CoRe) MANUAL

1. In order to provide adequate and proper documentation on policies, programs, projects, and transactions of the Organization for its efficient, effective, and economical operations, this Regional Office will conduct a Roll-out of the DepEd Caraga Contextualized Records (CoRe) Manual on December 1-2, 2021, via Google Meet.
2. The objectives of the activity are as follows:
 - a. To present the contents of the Manual;
 - b. To address questions and clarifications regarding the Manual; and
 - c. To plan for the Division Roll-out of the Manual.
3. Participants of the Activity are the members of the Records Management Improvement Committee of the Regional Office, Regional and Division Records personnel, and the members of the Technical Working Group.
4. Expenses that will be incurred for the whole duration of the activity, including the meals and snacks of Regional Office participants, shall be charged against the MOOE of the Administrative Services Division (ASD) subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of this Memorandum is highly desired.


MA. GEMMA MERCADO LEDESMA
Regional Director 

Encl.: NONE

Reference: NONE

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

CONTEXTUALIZED MANUAL

RECORDS MANAGEMENT

REC/mcao
10/27/2021



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2021-10-13404

Document Control No:
DepEdRO13-F-REC-013/R3/02-18-2020