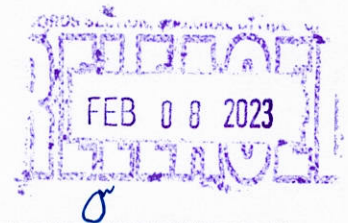




Republic of the Philippines
Department of Education
CARAGA REGION



February 8, 2023

REGIONAL MEMORANDUM

No. 0094, s. 2023

To: SCHOOLS DIVISION SUPERINTENDENTS
RECORDS MANAGEMENT IMPROVEMENT COMMITTEE
This Region

CAPACITY DEVELOPMENT FOR REGIONAL OFFICE (RO) AND SCHOOLS
DIVISION OFFICES (SDOs) RECORDS MANAGEMENT
IMPROVEMENT COMMITTEE (RMIC)

1. The members of the Records Management Improvement Committee (RMIC) of the Regional Office and the Schools Division Offices are hereby informed of the virtual orientation of roles and functions as part of the capacity development program for RMIC members which will be conducted on February 23, 2023, 1:30 pm, via teleconferencing platform.
2. The activity aims to achieve the following objectives:
 - a. To be oriented with roles and functions as RMIC members;
 - b. To raise issues and concerns to the National Archives of the Philippines (NAP) representative; and
 - c. To develop proactive attitude towards continuous improvement of the records management.
3. Wide dissemination of this Memorandum to all concerned is highly desired.


MA. GEMMA MERCADO LEDESMA
Regional Director

Encls.: NONE

Reference: NONE

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

RECORDS MANAGEMENT

RMIC

REC/mcao
02/08/2023



Address: J.P. Rosales Avenue, Butuan City
Trunkline No: (085) 225-1151
Telefax No: (085) 342-5969
Email: caraga@deped.gov.ph
Website: <https://caraga.deped.gov.ph/>



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