



Republic of the Philippines
Department of Education
CARAGA REGION

MARCH 30, 2026

REGIONAL MEMORANDUM
NO. 0297, 2026

To: Schools Division Superintendents
Division Records Officers
All Others Concerned

**SCHEDULE OF SEMESTRAL CONVERGENCE OF DEPED CARAGA
RECORDS OFFICERS FOR CY 2026**

1. In line with its continuing efforts to strengthen records management in the region, the Records Unit of the Administrative Services Division (ASD) intensifies its collaboration with the Records Sections of the Schools Division Offices (SDOs). **Accordingly, the *Semestral Convergence of DepEd Caraga Records Officers* shall be conducted** to enhance quality control plans and processes toward efficient and effective delivery of basic records management services.
2. This activity aims to:
 - a. monitor the implementation of directives and issuances from the DepEd Central Office and other oversight agencies on records management;
 - b. discuss issues and concerns, and provide necessary technical assistance;
 - c. document best practices that can be replicated or contextualized; and
 - d. ensure the alignment of quality control plans and processes of the Regional and Division Records Unit/Section.
3. In compliance with Memorandum Circular No. 114 dated March 6, 2026 issued by the Office of the President on the implementation of energy conservation protocols, the semestral convergence shall be conducted virtually on:
First Semester – April 24, 2026
Second Semester – October 23, 2026
4. Participants shall be all personnel of the Regional and Division Records Unit/Section.
5. For your information and guidance.

MARIA INES C. ASUNCION
Director IV
Regional Director

Encl: As stated

Reference: As stated

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

CONVERGENCE

MEETINGS

RECORDS

ASD/crj
3/24/2025

