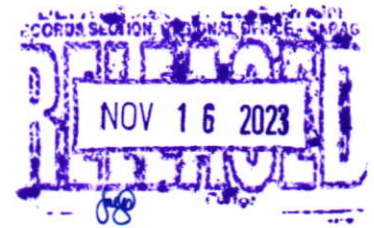




Republic of the Philippines
Department of Education
CARAGA REGION



November 16, 2023

REGIONAL MEMORANDUM

No. 1135, s. 2023

To: SCHOOLS DIVISION SUPERINTENDENTS
This Region

CONDUCT OF PERFORMANCE REVIEW AND TARGET SETTING OF
DEPED CARAGA RECORDS GROUP

1. The Regional Office, through the Records Unit, ensures that processes, standards, and guidelines related to Records Management are efficiently implemented in the Schools Division Offices. Anent to this, Performance Review and Target Setting of DepEd Caraga Records Group will be conducted on November 22-23, 2023 at the Copper Hall, Teacher Development Center, Department of Education Caraga.
2. The activity is participated by the Regional Office Records Unit personnel together with the SDO Records Officers/Designates. It aims to achieve the following objectives:
 - a. To present updates on laws, rules, and regulations related to Records Management;
 - b. To craft unified IPCRF and responsive Records Storage Preventive Maintenance Plan and Records Counter Disaster and Business Continuity Plan;
 - c. To showcase best practices and innovations from the Schools Division Offices;
 - d. To craft medium-term Records Management Plan; and
 - e. To foster group dynamics and camaraderie among the group.
3. Meals and snacks will be provided for this live-out activity. Specifically, snacks, lunch, and dinner will be served on the first day while snacks and lunch will be provided on the second day. Participants are required to bring laptop, extension cord, and approved Travel Authority.
4. Immediate dissemination and compliance to this Memorandum is highly desired.


MARIA INES C. ASUNCION
Director III
Officer-in-Charge
Office of the Regional Director

Encl/s.: NONE

Reference/s: NONE

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

RECORDS MANAGEMENT

ASD/mcao
11/16/2023



2023-11-17657

Doc. Ref. Code	RO-ASD-F107	Rev	00
Effectivity	02.01.23	Page	2 of 2