



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

Office of the Schools Division Superintendent

October 7, 2021

DIVISION MEMORANDUM

No. 394, s. 2021

VIRTUAL ORIENTATION OF SCHOOLS INVENTORY AND APPRAISAL OF RECORDS

TO: : Assistant Schools Division Superintendent
SGOD Chief
CID Chief
Elementary & Secondary School Heads
All Schools Records In-Charge
All Concerned Personnel
This Division

1. This Office hereby informs all School Records In-charge of the upcoming Virtual Orientation on the detailed Procedures in Conducting the Inventory and Appraisal of Records pursuant to Republic Act No. 9470, Article III, Rule 7.1 "Inventory and Appraisal of Public Records".
2. All concerned is required to login via google meet using this link meet.google.com/gvb-pxmq-sxc on **October 15, 2021, Friday at 1:30 PM.**
3. All are reminded that this Office adheres with the Equal Opportunity Principle (EOP). Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
4. Immediate dissemination of this Memorandum

OLGA C. ALONSABE, Ph.D, CESE
Asst. Schools Division Superintendent
OIC-Office of the Schools Division Superintendent

Encl.: As stated

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

Virtual Orientation of Schools Inventory and Appraisal of Records

RECORDS_SECTION/EMC



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