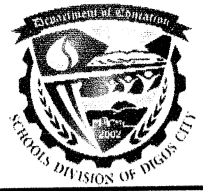




Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City




April 17, 2017

Division Memorandum
No. 267 series 2017

TO: Public Schools District Supervisors
Secondary School Principals
OICs Secondary Annexes
Principal II- Digos City Senior High School

RE: Putting the Custody of Students' Records to School Heads
or School Record's in-Charge

1. Herewith is a copy of the Unnumbered Regional Memorandum content of which is self-explanatory for your information, guidance and immediate dissemination.


DEE D. SILVA, DPA, CESO VI
Schools Division Superintendent

DepEd Schools Division of Digos

RELEASED 3983

Date: APR 19 2017 Time: 8:39 AM



Republika ng Pilipinas
KAGAWARAN NG EDUKASYON
Rehiyon XI
Lungsod ng Davao



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Website : <http://www.region11.deped.gov.ph>

MEMORANDUM

Schools Division Office

RECEIVED 3983

APR 12 2017 Time: 11:28

By: *[Signature]*

To: Schools Division Superintendents
OIC-SDS/ASDS/OIC-ASDS
School Heads, Public Elementary and Secondary Schools

Subject: PUTTING THE CUSTODY OF STUDENTS' RECORDS TO SCHOOL HEADS OR SCHOOL RECORD'S IN-CHARGE

Date: April 12, 2017

This is to reiterate that all classroom advisers shall turn-over all the school records of the pupils and students to the school heads or school record's in-charge 15 days after the last day of the school year.

Classroom advisers are usually not reporting during summer time; it is, therefore advised The custody of keeping the school records of the pupils and students shall be given to school heads or school record's in-charge.

In no case where the payment of all authorized voluntary contributions be made as a condition or bargaining chip for the release of any students' or learners' records (cards, etc.).

Further, it is informed that the last day for teachers shall be on April 12, 2017.

Immediate and wide dissemination of this Memorandum is desired.

DEPARTMENT OF EDUCATION ROXI
RECORDS SECTION
RELEASED

By: *[Signature]*
Date: 4/12/17 Time: _____

[Signature]
ATTY. ALBERTO T. ESCOBARTE, CESO III
Regional Director

essd/hua