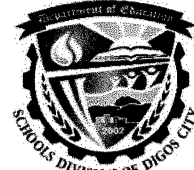




Republic of the Philippines
DEPARTMENT of EDUCATION
REGION XI
Schools Division of Digos City
City of Digos



September 21, 2016

DIVISION MEMORANDUM
NO. 536, s.2016

**REGIONAL COORDINATION MEETING OF DIVISION RECORDS
OFFICERS AND STAFF**

To:

Myhrra Faye LL. Bontia
Administrative Officer IV-Records
Helena O. Solon
Administrative Aide VI

-
1. Attached is a copy of the DepEd Region XI Advisory Number 122 dated September 20, 2016 from Atty. Alberto T. Escobarte, CESO IV informing that the conduct of the Regional Coordination Meeting of Division Records Officer and Staff is being rescheduled from September 29, 2016 to October 12, 2016 at the Waling-Waling Conference Hall, F. Torres Street, Davao City.
 2. For reference, enclosed is Regional memorandum Number 234 series 2016.
 3. For your guidance and compliance.


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

DepEd Schools Division of Digos
RELEASED
Date: SEP 22 2016 Time: 12:14
By: fv

RBD-HRD

Tel. No. (082) 553-8375; 553-8376; 553-8396; 553-9170 Fax No. (082) 553-8376+



Republika ng Pilipinas
KAGAWARAN NG EDUKASYON
 REHIYON XI
 Lungsod ng Davao
 Tanggapang Panrehiyon



Address: F. Torres Street, Davao City (8000) Internet Address (URL) www.region11.depEd.gov.ph
 Telefax Nos.(082) 227-1102;221-8459; 221 -9428; 227-0943; 227-8025; 222-2617; 2270941; 221-8435

September 20, 2016

Director of Div. of
RECEIVED 8888
 Date: SEP 21 2016 Time: 10:17
 By: [Signature]

DEPED REGION XI ADVISORY NO. 122

TO : Schools Division Superintendents

Due to the forthcoming National World Teacher's Day Celebration, the conduct of the Regional Coordination Meeting of Division Records Officers and Staff is being rescheduled from September 29, 2016 to October 12, 2016 at the Waling-Waling Conference Hall, F. Torres Street, Davao City.

For reference, enclosed is Regional Memorandum No. 234 s. 2016.

For immediate dissemination to all concerned personnel.

ATTY ALBERTO T. ESCOBARTE, CESO IV
 Regional Director

Incl: As stated
 Adm/Records/Sylvia
 ROA6

Department of Education
 Regional Office XI
RECORDS SECTION

RELEASED

By: [Signature]
 Date: 9/20/16 Time:



Republika ng Pilipinas
KAGAWARAN NG EDUKASYON
REHIYON XI
Lungsod ng Dabaw



August 30, 2016

REGIONAL MEMORANDUM

No. 234, s. 2016


**REGIONAL COORDINATION MEETING OF DIVISION RECORDS
OFFICERS AND STAFF**

TO : ALL SCHOOLS DIVISION SUPERINTENDENTS

1. This Regional Office, through the Records Section, will hold its first coordination meeting on September 29, 2016, 8:00am - 5:00pm., at the Waling-waling Hall, DepED RO XI, F. Torres St., Davao City.
2. The said meeting aims to :
 - a. Provide uniform procedure in the process of forwarding documents such as reports, applications for government permit/recognition, NOSI/NOSA, authority to travel, handling of mail/communication and others;
 - b. Identify the person/s authorized to pick up documents for release from the Regional Office;
 - c. Discuss DepED Memorandum No. 381, s. 2007, Guidelines on the Issuance of Certification, Authentication and Verification (CAV);
 - d. Discuss Regional Memorandum No. 124, s. 2016, Reiterating the Guidelines on the Issuance of Certification, Authentication and Verification (CAV) of Elementary and Secondary Education Diploma, Official Transcript of Records, Certifications and Other School Records;
 - e. Discuss DepED Memorandum No. 133, s. 2016: National Inventory of Public Records; and
 - f. Discuss issues and concerns relative to the records section and management.
3. Participants to this meeting are the following :

Office	Identified Participants	No. of Participants
Division Office	Division Records Officer	1 per division
	Division Records Staff	1 per division
Regional Office	Chief, Administrative Office	1
	Supervising Administrative Officer	1

4. Division Records Officers are requested to bring the list of authorized signatories per school and their specimen signature using the attached template.
5. Travel and other incidental expenses relative to the attendance of the above activity shall be charged to local funds, subject to the usual accounting and auditing rules and regulation. Lunch and snacks will be served, chargeable against Regional Funds.
6. Immediate dissemination to all concerned personnel.


ATTY. ALBERTO T. ESCOBARTE, CESO IV
 Regional Director

Department of Education
Regional Office XI
RECORDS SECTION
RELEASED

Incls.: As Stated
 Reference : DepED Memo #381 s. 2007
 DepED Memo #133, s. 2016
 To be indicated in the Perpetual Index under the following subjects :

Meeting Conference Certification

By: _____
 Date: 9/6/16 Time: 1:30 PM

Adm./Records/Sylvia
 ROA6