



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO



August 18, 2023

REGIONAL MEMORANDUM
No. 0462, s. 2023

REVISIT, UPDATE, AND SYNCHRONIZE RECORDS MANAGEMENT PROCESSES

To: Schools Division Superintendents
All Others Concerned

1. The Records Section of this Office will conduct meeting on September 22, 2023 to revisit, update, and synchronize records management processes of this Region.
2. This activity aims to align and uniform compliance of the records management process policies from the DepED CO, RO, and DO levels. The following processes to be taken are:
 - a. Issuance of Certification, Verification, and Authentication (CAV) - One of the external processes identified in the DepED ARTA and in DepEd Order No. 48, s. 2017
 - b. Inventory and Disposal of Records, and
 - c. Handling of Incoming and Releasing official documents.
 - d. Gather inputs
3. Participants of this activity are the regional records officer and staff and 14 division records officers. The venue will be announced later.
4. For dissemination .


DR. ARTURO B. BAYOCOT, CESO III
Regional Director

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

REVISIT UPDATE SYNCHRONIZE PROCESSES

ARTA

CAO/belle



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