



Republic of the Philippines  
**Department of Education**  
REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

March 27, 2022

**SCHOOLS DIVISION MEMORANDUM**

No. 146 s. 2023

**DISSEMINATION OF REGIONAL MEMORANDUM NO. 130, S. 2023 RE: SEMINAR TRAINING ON RECORDS MANAGEMENT AND OTHER RELATED LAWS, POLICIES AND GUIDELINES**

To: All Concerned Non-Teaching Personnel

1. To capacitate more personnel in the Schools Division Office and schools, this Office invites all Administrative Officers and Administrative Assistants involved in records management functions to participate virtually in the above-mentioned training-seminar.
2. Interested participants are requested to register using their Microsoft accounts to this link: <https://bit.ly/RO3RecordsManagement> on or before March 28, 2023, 8:00am.
3. Attached herewith is the copy of RM 130, s. 2023 for additional information.
4. Immediate and wide dissemination of this Memorandum is earnestly desired.

  
**DANTE G. PARUNGAO, CESO V**  
Schools Division Superintendent



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*Loyal, Excellent, Accountable and Dedicated to Service*

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REGION III-CENTRAL LUZON

Regional Memorandum  
No. 130, s. 2023

MAR 27 2023

**ADDENDUM TO REGIONAL MEMORANDUM NO. 098, S. 2023 RE: SEMINAR  
TRAINING ON RECORDS MANAGEMENT AND OTHER RELATED LAWS,  
POLICIES AND GUIDELINES**

To: Schools Division Superintendents

1. To capacitate more personnel in the division and school levels, Administrative Officers and Administrative Assistants who are involved in records management functions are invited to virtually participate in the above mentioned training-seminar on March 28-30, 2023.
2. Interested participants are requested to register using their Microsoft accounts to this link: <https://bit.ly/RO3RecordsManagement>.
3. Registration to the given link shall be closed on March 28, 2023, 8:00 a.m.
4. Participants with complete attendance and active participation shall be given the Certificate of Participation through the SDOs' official Liaison Officers.
5. For information and dissemination.

  
MAE F. ECUAR, PhD, CESO III  
Regional Director

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