



Republic of the Philippines
Department of Education
 REGION I



REGIONAL MEMORANDUM

No. 1089 s. 2024

SCHOOLS DIVISION OFFICE SCHEDULE ON RETRIEVAL OF DOCUMENTS

To: Schools Division Superintendents
 Records Officers/Authorized Liaison Officers

1. To ensure the timely release and receipt of communications, especially those in the pigeon hole, this Office through the Records Section mandates all Records Officers/Authorized Liaison Officers to retrieve their documents on the 1st week and 3rd week of the month, and as maybe necessary.
2. To properly facilitate this, the SDO Official vehicle shall be used to prioritize the ferry of SDO Records Officers/Authorized Liaison Officers on the scheduled dates of retrieval of documents.
3. Compliance to this memorandum is desired.

TOLENTINO G. AQUINO
 Director IV

AD-RS/nbb/RM_ RetrievalofDocuments
 September 11, 2024



Flores St., Catbangan, City of San Fernando, La Union
 Telephone Nos.: (072) 607-8137/682-2324

DepEd Region I | region1@deped.gov.ph | www.depedr01.com

