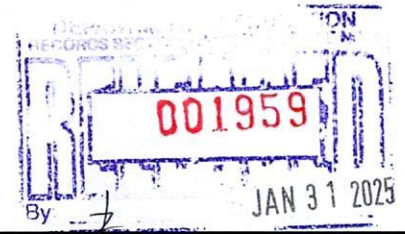




Republic of the Philippines
Department of Education
 REGION I



REGIONAL MEMORANDUM

No. 156 s. 2025

**SUBMISSION OF UPDATED CONTACT INFORMATION OF SCHOOLS
 DIVISION OFFICE RECORDS OFFICER**

To: Schools Division Superintendents
 Division Records Officers

1. This Office through the Records Section, is currently updating its Directory of SDOs Records Officer. This initiative aims to enhance communication channels, thereby improving coordination in the timely receipt and released of documents and other related concerns.
2. Anent this, a duly signed PDF copy using the attached template must be submitted on or before February 3, 2025 for consolidation. All gathered information will be retained only for the intended purpose in compliance to Data Privacy Act.
3. For information and compliance.

TOLENTINO G. AQUINO
 Director IV

AD-RS/nbb/RM_SubmissionofUpdatedContactInfoofSDORO
 January 30, 2025



Flores St., Catbangan, City of San Fernando, La Union
 Telephone Nos.: (072) 607-8137/682-2324
 DepEd Region I | region1@deped.gov.ph
 www.depedregion1.com

Doc. Ref. Code	RM-ORD	Rev	00
Effectivity	11.18.2024	Page	1 of 1



REGIONAL OFFICE/SCHOOLS DIVISION OFFICE	RECORDS OFFICER NAME (FirstName, Middle, Initial, LastName)	POSITION	DEPED OFFICIAL EMAIL ADDRESS OF RECORDS OFFICER	MOBILE NUMBER OF RECORDS OFFICER	RECORDS OFFICE TELEPHONE NUMBER OF RECORDS OFFICE	OFFICIAL EMAIL ADDRESS (ACTIVE) REGIONAL/SDO OFFICE (for EMAIL purposes)	OFFICE CONTACT NUMBER (RD/SDO)

Privacy Notice: This DIRECTORY is intended solely for Records Management use. Any disclosure, copying, or dissemination, other than the intended purpose, is strictly prohibited and shall be subjected to the reasonable conditions and limitations as prescribed by the existing laws, rules, and regulations.

Prepared by:

Administrative Officer IV

Recommending Approval:

Assistant Schools Division Superintendent

APPROVED:

Schools Division Superintendent