



Department of Education  
Region 6-Western Visayas  
**SCHOOLS DIVISION OFFICE OF KABANKALAN CITY**  
City of Kabankalan

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**DIVISION MEMORANDUM**

No. 139, s. 2019

**TO: CHIEFS OF CID AND SGOD  
EDUCATION PROGRAM SUPERVISORS  
PUBLIC SCHOOLS DISTRICT SUPERVISORS  
ADMINISTRATIVE OFFICER V  
SCHOOL HEADS OF PUBLIC AND PRIVATE SCHOOLS**

**FROM: *MA. LORLINIE M. ORTILLO*  
MA. LORLINIE M. ORTILLO, CESO VI  
Schools Division Superintendent**

**SUBJECT: CAPACITY BUILDING ON RECORDS MANAGEMENT**

**DATE: JULY 19, 2019**

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1. The Schools Division Office of Kabankalan City through the Planning and Research Unit will conduct a **Capacity Building on Records Management** on July 30, 2019 at Zaycoland Resort and Hotel. This is in consonance with our goal of achieving accurate and quality collection and reporting of basic education statistics and efficient records management.
2. This activity has the following objectives: (1) address issues on the request and transfer of learner's school records (2) go over policies of the department on enrollment (3) reiterate guidelines on the preparation of new school forms.
3. Participants to this activity are the Division Personnel (CID, SGOD, AO V, AO IV, ITO, Eng'r) and School heads of all public and private schools.
4. Snacks and lunch will be served chargeable against HRTD Fund subject to usual accounting and auditing rules and regulations.
5. For dissemination and appropriate action of all concern.