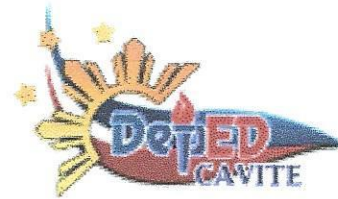


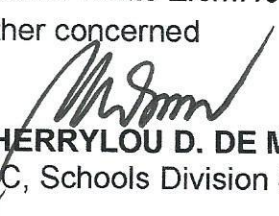


Republic of the Philippines
 Department of Education
 Region IV-A (CALABARZON)
 DIVISION OF CAVITE
 Trece Martires City



MEMORANDUM

TO: Assistant Schools Division Superintendent
 OIC, Office of the Asst. Schools Div. Superintendent
 Chiefs, CID/SGOD
 Education Program Supervisors
 Public Schools District Supervisors
 Public/Private Elem. /JHS/SHS School Heads
 Other concerned

FROM: 
CHERRYLOU D. DE MESA
 OIC, Schools Division Superintendent

SUBJECT: **ANNOUNCING THE DIVISION RECORDS MANAGEMENT
 IMPROVEMENT COMMITTEE MEMBERS**

DATE: September 20, 2016

In compliance to DepEd Memorandum No. 140, s. 2016 on creation of Records Management Improvement Committee on Division level, this would like to inform the field on the committee members, namely:

Chairman: **Elias A. Alicaya, Jr., Ed.D.**
 OIC-Asst. Schools Division Superintendent and
 OIC Chief-Schools Governance Operations Division

Vice-Chairman: **Melecio D. Pedron**
 Administrative Officer IV

Members: **Elpidia B. Bergado, Ed.D.**
 Chief, Curriculum Implementation Division
Verna C. Cabaya
 Administrative Officer V
Joel M. Solis
 Administrative Officer V
Mignon Cecille M. Mangoba
 Information Technology Officer I
Judith C. Arturo
 Division Legal Assistant

Immediate dissemination of this memorandum is earnestly desired.