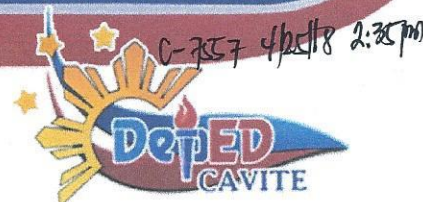




Republic of the Philippines
Department of Education
Region IV-A (CALABARZON)
Division of Cavite
Trece Martires City, Cavite



April 23, 2018

DIVISION MEMORANDUM
NO. 105s., 2018

SUBMISSION OF SOFT COPY OF UPDATED SERVICE RECORD

TO: OIC, Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Division Unit Heads and Section Heads
Education Program Specialists
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Concerned

1. In line with the Division's drive for continuous improvement stipulated in the Records Management Manual (DOC-REC-PR-001), specifically on updating and issuing of Service Record, please be informed that all teaching and non-teaching personnel of elementary and secondary schools (Junior High School and Senior High School), are required to submit electronic/soft copy of their updated service record in CD Form.
2. To ensure smooth flow in submission, elementary and secondary schools shall submit their CDs to their respective District Offices which shall consolidate all submissions and ensure completeness. These shall be submitted to the Division Office through the District Offices' Liaison Officers. A transmittal letter shall be attached indicating the names of schools who submitted.
3. All submissions shall be accommodated at Records Unit from May 11 to 15, 2018.
4. Immediate and widespread dissemination of this Memorandum is highly desired.


b7 ELIAS A. ALICAYA, JR. Ed.D.
for **CHERRYLOU D. DE MESA**
OIC, Schools Division Superintendent