



C-11895  
7/2/18  
1:02pm

## NOTICE OF MEETING NO. 115

TO: Assistant Schools Division Superintendent  
OIC, Asst. Schools Division Superintendent  
Chiefs, CID and SGOD  
SDO Unit Heads/ Section Chiefs  
Unit Document Custodian

DATE: July 2, 2018

In view of the Surveillance Audit on August 3, 2018, please be informed that there will be a meeting of all Unit Document Custodians (UDC) on Friday, July 6, 2018, 9:00 a.m, at Silid-Ugnayan, DepEd Compound, Barangay Luciano, Trece Martires City.

### Agenda:

1. Status of Procedures, Forms and RAF revision
2. Review and revision of Control of Documents and Control of Records Procedure
3. Issues and Concerns

Complete attendance to this meeting is highly desired.

  
**CHERRYLOU D. REPIA**  
Schools Division Superintendent