

C-12557
8/16/2018
8:42am

Certificate Number: AJA17-0083

NOTICE OF MEETING NO. 138


TO: Assistant Schools Division Superintendent
OIC, Office of the ASDS
Chiefs, CID/SGOD
Unit/Section Heads
Unit Document Custodians

Date: August 6, 2018

Please be informed that there will be a meeting of the Unit Document Custodians on August 7, 2018, 9:00 a.m. onwards at Silid Ugnayan, Deped Cavite Compound, Brgy. Luciano, Trece Martires City, Cavite.

Agenda of the meeting are as follows:

1. Quality Assurance/Final Checking of Revised Process Manual
(NOTE: Please bring your Controlled Process Manual)
2. Submission of the following forms:
 - a. Unit Records Masterlist (with Retention Period)
 - b. Masterlist of Uncontrolled Forms
 - c. Masterlist of Non-print documents


CHERRYLOU D. REPIA
Schools Division Superintendent