




C-10731  
 10/8/19  
 11:43am

Certificate Number: AJA17-0083

**NOTICE OF MEETING NO. 207**

TO: Records Unit Personnel  
  
 by: ELIAS A. ALICAYA, JR. Ed.D.  
 Assistant Schools Division Superintendent

FROM: for: **CHERRYLOU D. REPIA**  
 Schools Division Superintendent

SUBJECT: **RECORDS UNIT MEETING**

Date: October 8, 2019

Please be informed that there will be a Unit Meeting on October 9, 2019 at 11:30 pm to 1:00 p.m. at Records Unit, DepEd Cavite Compound, Brgy. Luciano, Trece Martires City, Cavite.

The meeting will focus on the following:

1. Improvements on the Records Management process, and
2. Other issues and concerns

Complete attendance to this meeting is highly desired.