



Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO  
DIVISION OF MALAYBALAY CITY

UNM- 2024- 04- 041  
DEPED MALAYBALAY CITY DIVISION

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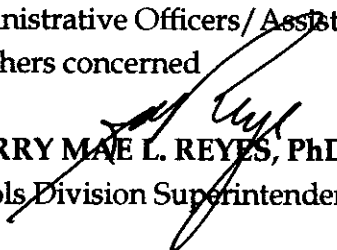

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**UNNUMBERED DIVISION MEMORANDUM**

Series of 2024

To: School Records Officers/Custodians  
School Information Officers  
Administrative Officers/ Assistant/Staff  
All others concerned

From:  **CHERRY MAE L. REYES, PhD., CESO V**  
Schools Division Superintendent 

Subject: **Invitation to participate in the Seminar on Effective Procedures and Best Practices for Electronic Records Protection for Government Offices and Implementing a Comprehensive Electronic Records Security Program**

Date: April 05, 2024

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1. Pursuant to Division Advisory No. 009 series of 2024 dated March 06, 2024, all school personnel who manifested their intention to attend and participate in the Seminar on Effective Procedures and Best Practices for Electronic Records Protection for Government Offices and Implementing a Comprehensive Electronic Records Security Program on April 23-25, 2024 at Bohol Plaza Resort Hotel, Dauis, Bohol are hereby informed and advised that your travel shall only be on Official Time only. Any expenses in relation to the said seminar shall be considered as personal expenses.
2. Immediate widest dissemination of this memorandum is directed.



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