



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
Division of City Schools - Tagbilaran City

JM  
CE  
ding  
on 2  
ohol  
NES

Office of the Schools Division Superintendent

**MEMORANDUM**

TO : **MELANY T. BUNTAG, LLB**  
Administrative Officer III

FROM : **JOSEPH IRWIN A. LAGURA, PhD**  
Schools Division Superintendent  
Office of the Schools Division Superintendent

SUBJECT : **DESIGNATION AS OFFICER-IN-CHARGE OF RECORDS SECTION**

DATE : February 13, 2020

tion  
xale  
  
19  
iry  
A  
11  
ar  
ls

In the exigency of service, you are hereby designated as Officer-in-Charge of Records Section of this Division, effective immediately. You are to establish and maintain a records management system, including the creation, classification, storage, maintenance, use and disposition of operating records and documents of permanent, legal, and historical value and ensure the security, preservation, and efficient access and retrieval of such records when needed by the schools division office management and staff.

This designation does not carry any monetary remuneration but this could be an avenue for your career upward progression.

SDS/ASDS/ADMIN/AM



Address: Dampas District, Tagbilaran City, Bohol  
Telephone Nos.: (038)427-1702; (038)427-2506; (038)422-8177; (038)427-6718; (038)544-2147  
Email Address: tagbilarancity.division@deped.gov.ph