



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF BILIRAN

September 11, 2020

DIVISION MEMORANDUM

No. 229 S. 2020

CAPABILITY ENHANCEMENT OF RECORDS OFFICERS AND DOCUMENT CONTROLLERS IN DATA PRIVACY, MANAGEMENT, CONTROL AND DISPOSITION

TO: Public School District Supervisors
Public Elementary and Secondary School Heads
Records Custodian
All Others Concerned

1. Pursuant to Regional Memorandum No. 472 s. 2020, a capability enhancement of Records Officers and Document Controllers on Data Privacy, Management, Control and Disposition shall be held on September 21, 2020.
2. Participants to the said activity are personnel involved in the management and control of records and documents of the district offices.
3. All Public Elementary and Secondary School Heads are advised to inform their respective Records Custodian Designate to attend the activity virtually. Please send your confirmation letter by District to admin.biliran@deped.gov.ph on or before September 18, 2020. Link to this virtual activity will be posted in the SD-Biliran group chat.
4. Immediate dissemination of and compliance with this memorandum are desired.


JUDELLA R. LUMPAS, EdD, CESO VI
OIC Schools Division Superintendent

