Division Memorandum
No. 267 series 2017

TO: Public Schools District Supervisors
    Secondary School Principals
    OICs Secondary Annexes
    Principal II- Digos City Senior High School

RE: Putting the Custody of Students’ Records to School Heads
    or School Record’s in-Charge

1. Herewith is a copy of the Unnumbered Regional Memorandum content of which is self-
   explanatory for your information, guidance and immediate dissemination.

DEE D. SILVA, DPA, CESO VI
Schools Division Superintendent

Roxas Street cor. Lopes Jaena Street, Zone II, Digos City 8002  553-8396/553-8376/553-9170/553-8375
  553-8396/553-8376  www.dpeddigoscity.org  digos.city@dpded.gov.ph
MEMORANDUM

To: Schools Division Superintendents
   OIC-SDS/ASDS/OIC-ASDS
   School Heads, Public Elementary and Secondary Schools

Subject: PUTTING THE CUSTODY OF STUDENTS' RECORDS TO SCHOOL HEADS OR SCHOOL RECORD'S IN-CHARGE

Date: April 12, 2017

This is to reiterate that all classroom advisers shall turn-over all the school records of the pupils and students to the school heads or school record’s in-charge 15 days after the last day of the school year.

Classroom advisers are usually not reporting during summer time; it is, therefore advised The custody of keeping the school records of the pupils and students shall be given to school heads or school record’s in-charge.

In no case where the payment of all authorized voluntary contributions be made as a condition or bargaining chip for the release of any students’ or learners’ records (cards, etc.).

Further, it is informed that the last day for teachers shall be on April 12, 2017.

Immediate and wide dissemination of this Memorandum is desired.

ATTY. ALBERTO T. ESCOBARTE, CESO III
Regional Director

[Signature]

DEPARTMENT OF EDUCATION ROX
RECORDS SECTION
RELEASED

By: [Signature]
Date: 4/12/17 Time: [Time]

essd/hua