



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF ANGELES CITY



4 Sep 2025

DIVISION MEMORANDUM

No. 290, s. 2025

ORIENTATION ON RECORDS MANAGEMENT SYSTEM (RMS) FOR SCHOOL ADMINISTRATIVE OFFICERS II/ASSISTANTS/AIDES

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. In line with the continuing efforts of the Department of Education Schools Division Office of Angeles City to enhance efficiency and ensure proper records handling and documentation, an orientation on the Implementation of the Records Management System will be conducted on **September 5, 2025 (Friday), 2:00 PM** at the **Gabaldon Building, SDO Angeles City**.

2. The orientation aims to:

- 2.1 Familiarize Administrative Officers II, Administrative Assistants, and Administrative Aides with the Records Management System;
- 2.2 Guide personnel on how to effectively navigate the system;
- 2.3 Clarify which documents are eligible for digitalization and which should be retained in hard copy form.

3. All concerned personnel are required to attend the said orientation.

4. Immediate dissemination and strict compliance with this Memorandum are earnestly desired.

ENGR. EDGARD C. DOMINGO PhD CESO V
Schools Division Superintendent

Encl.: As stated

Reference: As stated

To be indicated in the Perpetual Index under the following subjects:

RMS ORIENTATION

MCS/AOV/September 3, 2025



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