



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

30 July 2026

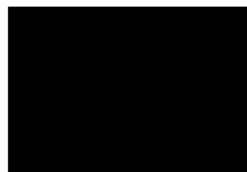
DIVISION MEMORANDUM

No. _____, s. 2026

**DIVISION ORIENTATION ON THE RECORDS MANAGEMENT SYSTEM (RMS)
VERSION 2**

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

1. In line with the continuous enhancement of records management processes and the implementation of the Records Management System (RMS) Version 2, this Office, through the Records Unit, will conduct an **Online Orientation on the Records Management System (RMS) Version 2** on **July 30, 2026, from 2:00 P.M. to 3:00 P.M.**
2. The orientation aims to familiarize users with the features, functionalities, and updated processes of RMS Version 2 in preparation for its effective implementation across the Schools Division Office and schools.
3. The activity will be conducted online through the following link:
<https://tinyurl.com/RMSver2>
4. Each public elementary and secondary school is requested to designate two (2) representatives, one of whom must be the Administrative Officer II, to attend the orientation.
5. Immediate dissemination of and strict compliance with this Memorandum are desired.



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

Encl.: None
Reference: As stated

SCHOOL ORIENTATION RMS VERSION 2

MCS/AOV/July 29, 2026