



Republic of the Philippines
Department of Education
REGION VI-WESTERN VISAYAS
Duran Street, Iloilo City



SEP 27 2017

Date


REGIONAL MEMORANDUM

No. 184, s.2017

Consultative Meeting on Region VI Document Management System

To: **Schools Division Superintendents**

1. The Information and Communications Technology (ICT) Unit in coordination with the Administrative Division – Records Section, this office, will conduct a Consultative Meeting on Region VI Document Management System (DMS) on September 29, 2017 – 9:00 AM at ICT Conference Room.
2. It aims to provide the participants a basic experience on the proper use of the system and gather inputs for possible enhancements and modifications.
3. Participants to this meeting are the records officer of the Division. In addition, participants are advised to bring laptop and extension cord during the meeting.
4. Travel expenses of participants are chargeable against local funds subject to the usual accounting and auditing rules and regulations.
5. Wide and immediate dissemination of this Memorandum is desired.


VICTOR G. DE GRACIA, JR., CESO V
Schools Division Superintendent
Officer-In-Charge
Office of the Assistant Regional Director

Enclosure: as stated

Reference: ICT Workplan 2017

Allotment: 1 -- (RO 12-94)

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

ICT DMS MEETING

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