



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
SCHOOLS DIVISION OF LUCENA CITY

22 November 2023

OFFICE MEMORANDUM  
OSD-2023- 111

**NOTICE OF MEETING**

To: **Records Management  
Improvement Committee ( RMIC )  
(Sub-Members Only)**

1. WHAT : RECORDS DISPOSAL per Unit/Office
  - Revisit Division Memorandum OSD-2023-066  
(for Sub-Members)
  - Determine the Records Title to be disposed
  - Proper Labeling of Records to be Disposed
  - Request for Authority to Dispose of Records  
(NAP Form No. 3)
  - Other concerns
  
2. WHEN : November 28, 2023 (Tuesday),  
9:00am after Flag Ceremony
  
3. WHERE : LCTECC, 1<sup>ST</sup> Floor

  
**SUSAN DL. ORIBIANA, CESO V**  
Schools Division Superintendent



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