



Republic of the Philippines  
Department of Education  
REGION VII – CENTRAL VISAYAS  
Schools Division of negros oriental

Office of the Schools Division  
Superintendent

DIVISION MEMORANDUM

No. 56, s. 2022

**SUBMISSION OF THE UPDATED LIST OF REGISTRARS/REGISTRAR-  
DESIGNATE/RECORDS IN-CHARGE**

To: Assistant Schools Division Superintendent  
Chief, CID and SGOD  
Public Schools District Supervisors/Districts In-Charge  
Elementary and Secondary School Heads  
Registrars/Records In-Charge  
All Others Concerned

1. Pursuant to the implementation of the Republic Act No. 9470, otherwise known as the National Archives Act of 2007 and for better coordination and strengthening the system of records keeping, all district offices must submit the names of their Elementary and Secondary School Registrar/School Registrar Designate/Records In-Charge.
2. The following template must be used and to be submitted to the division office attention: Ms. Tara Gay S. Dapat, AO IV (Records Officer II).

**UPDATED LIST OF REGISTRAR/REGISTRAR DESIGNATE/RECORDS IN-CHARGE**


District: \_\_\_\_\_

LEVEL	NAME	POSITION/DESIGNATION	EMAIL ADDRESS	CONTACT NO.
ELEMENTARY				
JUNIOR HIGH SCHOOL				
SENIOR HIGH SCHOOL				

Submitted by:

\_\_\_\_\_  
Public Schools District Supervisor

3. Immediate Dissemination and Compliance of the Memorandum is desired.

  
**SENEN PRISCILLO P. PAULIN, CESO V**  
Schools Division Superintendent  
Office of the Schools Division Superintendent  
126/2022

SPP/JMA-MKP/NLR/AdSR/tsd  
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