




Republic of the Philippines
Department of Education
Region VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF BOHOL

Office of the Schools Division
Superintendent

MEMORANDUM
MLA-2023 - 036

TO : MRS. PERLA T. LINUAG
Administrative Officer II

FROM :  BIANITO A. DAGATAN EdD., CESO V
Schools Division Superintendent

SUBJECT : ASSIGNMENT ORDER TO ARCHIVES OFFICE

DATE : February 1, 2023

In the exigency of the service and to maximally provide the services expected of by our clients in the field as well as to strengthen the records management system of SDO Bohol as basic requirements of the CSC PRIME HRM System, you are hereby designated as In-charge of the SDO Archives Office, effective immediately.

To achieve the effective and efficient delivery of services, you are hereby advised to oversee the safety and security of vital records with the following functions:

- Develops, arranges and describes records collections in accordance with accepted standards and practices.
- Develop safety protocols to protect archival data, records and documentation.
- Maintain and manage the entire SDO vital records at the archives.
- Neatly arrange and organize original and rare documents and other vital records.
- Scan and convert archival documents into electronic data.
- Coordinate with other functional division/sections and units heads in collecting and locating rare documents and files.
- Participates in development and implementation of policies and standards for the archives.

It is understood that you shall coordinate to Mrs. Nicanora Gretli S. Fostanes, Administrative Officer IV (Records Officer) for whatever actions/recommendations pertaining records management for proper implementation.

Please be guided accordingly.

Copy Furnished:

- All Section Heads

SDS/ASDS/ADMIN/fma



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