

REGION IV-A CALABARZON SCHOOLS DIVISION OFFICE OF GENERAL TRIAS CITY LUIS Y. FERRER IR. NORTH NATIONAL HIGH SCHOOL

August 8, 2025

SCHOOL MEMORANDUM No. 089, s. 2025

## NORTH HIGH LEARNERS RECORDS MANAGEMENT

To: Class Advisers Council Head All other Concerned

- Pursuant to DepEd Order No. 54, s. 2016 Guidelines on Learners Records. The policy aims to streamline the process, making it easier for students and parents to obtain necessary records without undue delays or difficulties. While emphasizing efficiency, the order also underscores the importance of maintaining the confidentiality and security of learner records.
- This School Memo therefore aims to remind all advisers and other concerned on our SOP in the retrieval process of the documents of North High Learners under your care for school year 2025-2026.
- Unretrieved learner's folders until August 15, 2025, will be considered transferred out, they will then be kept in the records section and can't be accessed by anyone without a filled-out request slip and approval from the records officer.
- Immediate and widest dissemination of this Memorandum is earnestly desired.

NANETH PUSA ADOR, Edit

cos/501%6.59, x.2025 06/5/2025







			NUISS.
Cocke	SCH-05H-F-003	Plan	n (1975)
Dhidryly	08/20/29	Page	IST (A) SE