



Republic of the Philippines
Department of Environment and Natural Resources
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NOTICE OF MEETING

TO : ALL RECORDS OFFICERS/CUSTODIANS
DENR Central Office

FROM : THE DIRECTOR, Administrative Service and
CHAIRMAN, Records Management Improvement Committee (RMIC)

DATE : 09 May 2023, Tuesday

TIME : 1:30-2:30pm

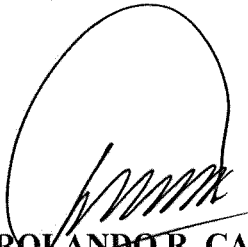
VENUE : Video Conferencing via Zoom
<https://zoom 1234568>

Meeting ID: 955 12345 6789
Passcode: 801328

AGENDA : ORIENTATION ON THE CONDUCT OF INVENTORY AND
DISPOSAL OF VALUELESS RECORDS

In compliance with the National Archives of the Philippines (NAP) General Circular No. 2 entitled "Guidelines on the Disposal of Valueless Records in Government Agencies", the Records Management Division (RMD) will be conducting a meeting on the abovementioned subject.

Your attendance is highly enjoined.



ROLANDO R. CASTRO