



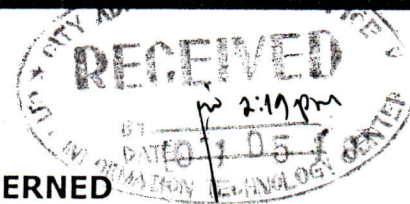
Republic of the Philippines
OFFICE OF THE CITY MAYOR
City of Davao

MEMORANDUM

TO : ALL DEPARTMENT HEADS
ALL CHIEFS OF OFFICES CONCERNED
This City

DATE : January 3, 2018

SUBJECT : MEETING ON THE CITY RECORD MANAGEMENT
SYSTEM (CRMS)



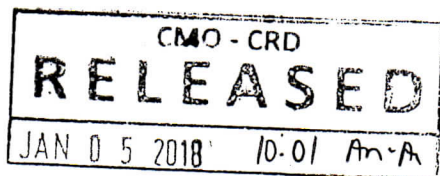
Please direct your respective Administrative Officers (AOs) and Records Officers (ROs) to attend a meeting with the City Archives and Records Center (CARC) **January 24, 2018 (Wednesday)** at the CMO Conference Room, this City, starting at **9:00 in the morning**, to discuss the City Records Management System and other related matters.

Come on time and do not send representatives.

For strict compliance.

By the authority of the City Mayor
per Executive Order No. 6 dated
August 1, 2016:

ATTY. ZULEIKA T. LOPEZ
City Administrator





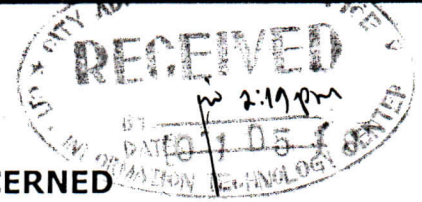
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