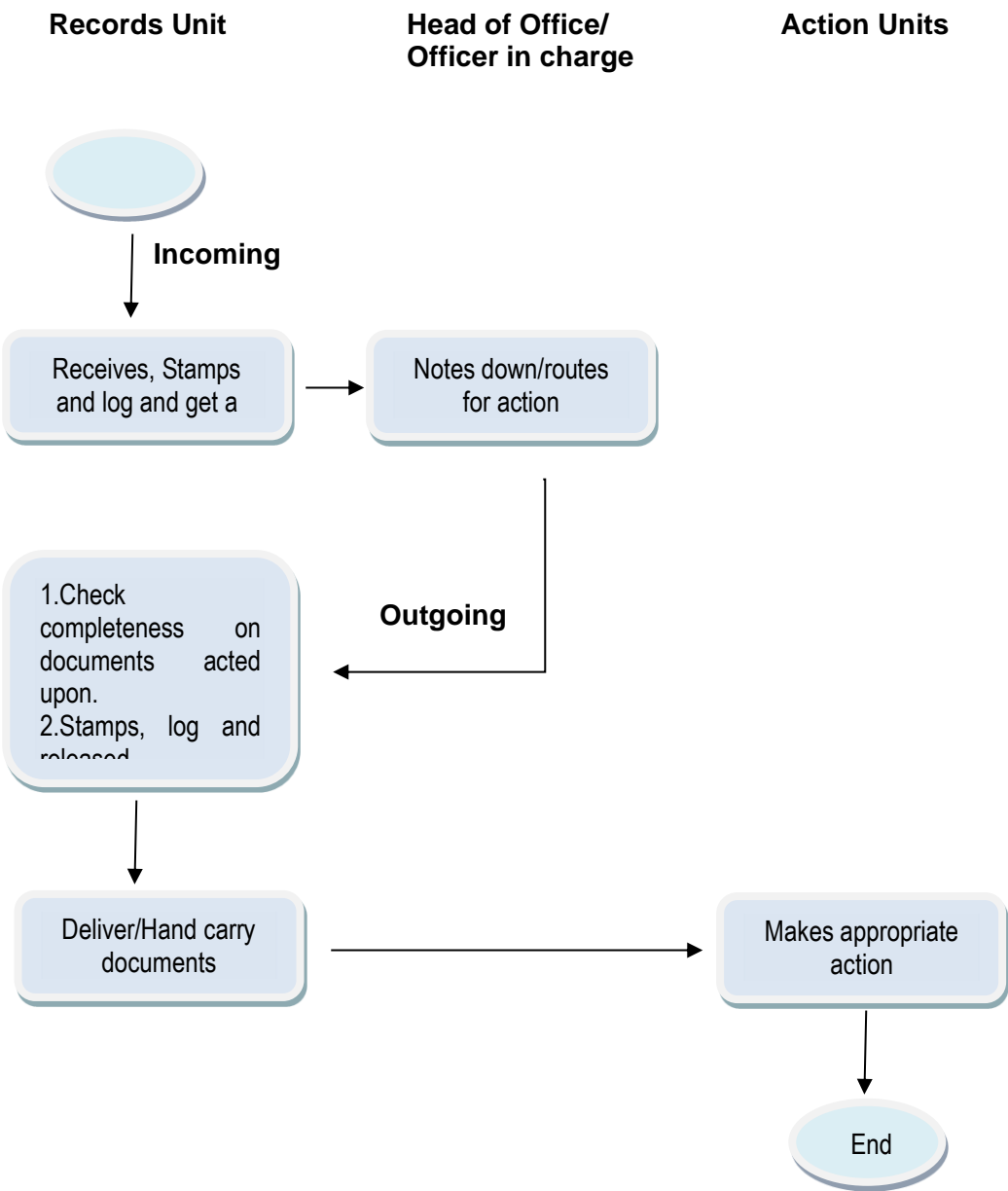




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1.3 Incoming and Outgoing of Documents Flow



Address: Burgos St., Poblacion Oeste, Dagupan City
Telephone No: (075) 615-2645 | 615-2649
Website: depeddagupan.com
email: dagupan.city@deped.gov.ph



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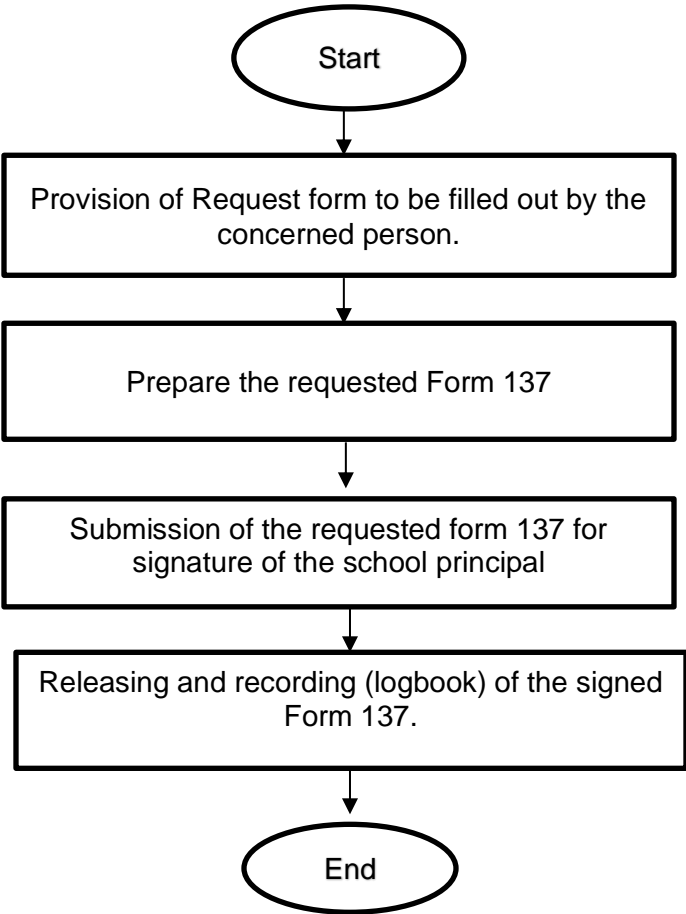


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Records Section

7.1.1 Request for Form 137 for Old Students



Address: Burgos St., Poblacion Oeste, Dagupan City
Telephone No: (075) 615-2645 | 615-2649
Website: depeddagupan.com
email: dagupan.city@deped.gov.ph



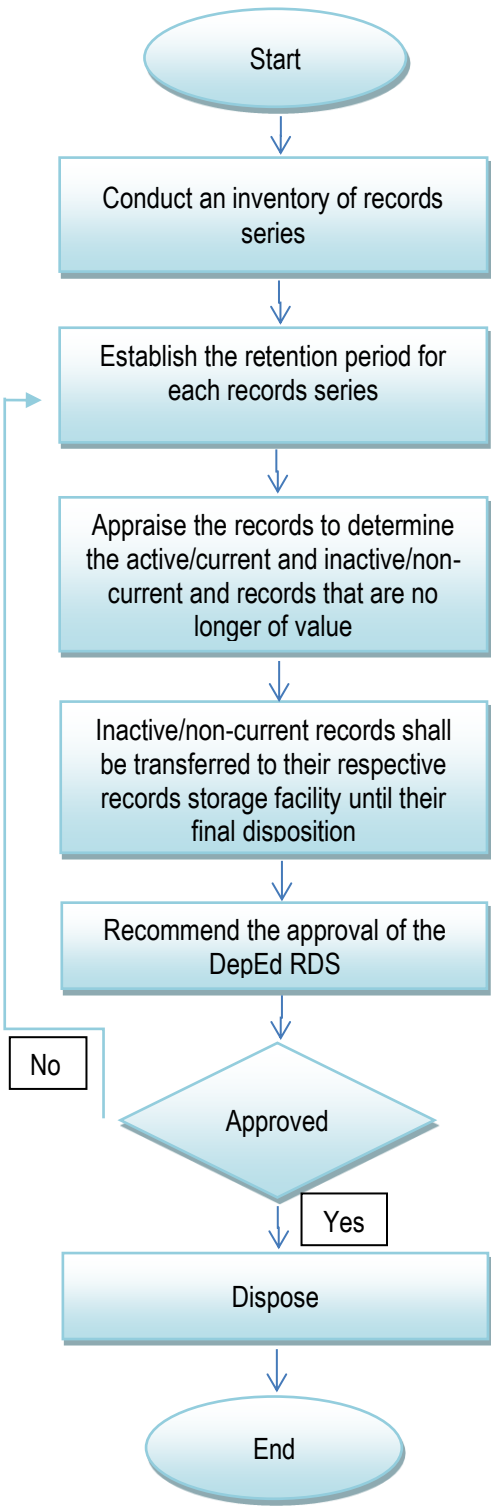
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1.2 **Records Disposal Flow**



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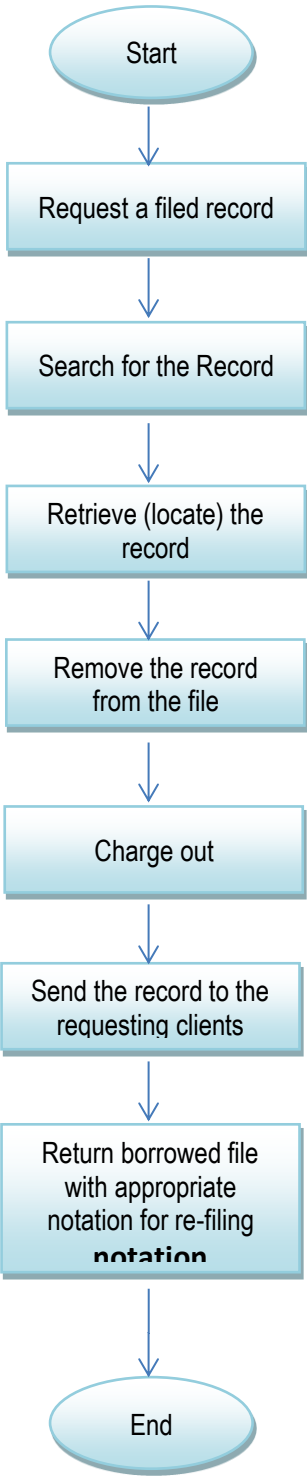




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1.1 **Records Retrieval Request Flow**



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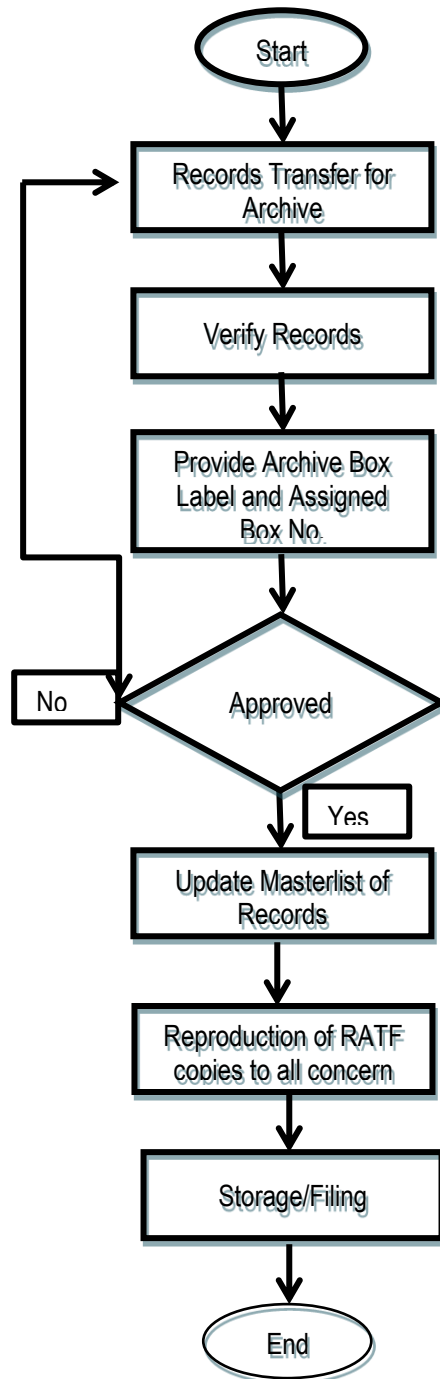




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1.1 Records transfer to archive room



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email: dagupan.city@deped.gov.ph



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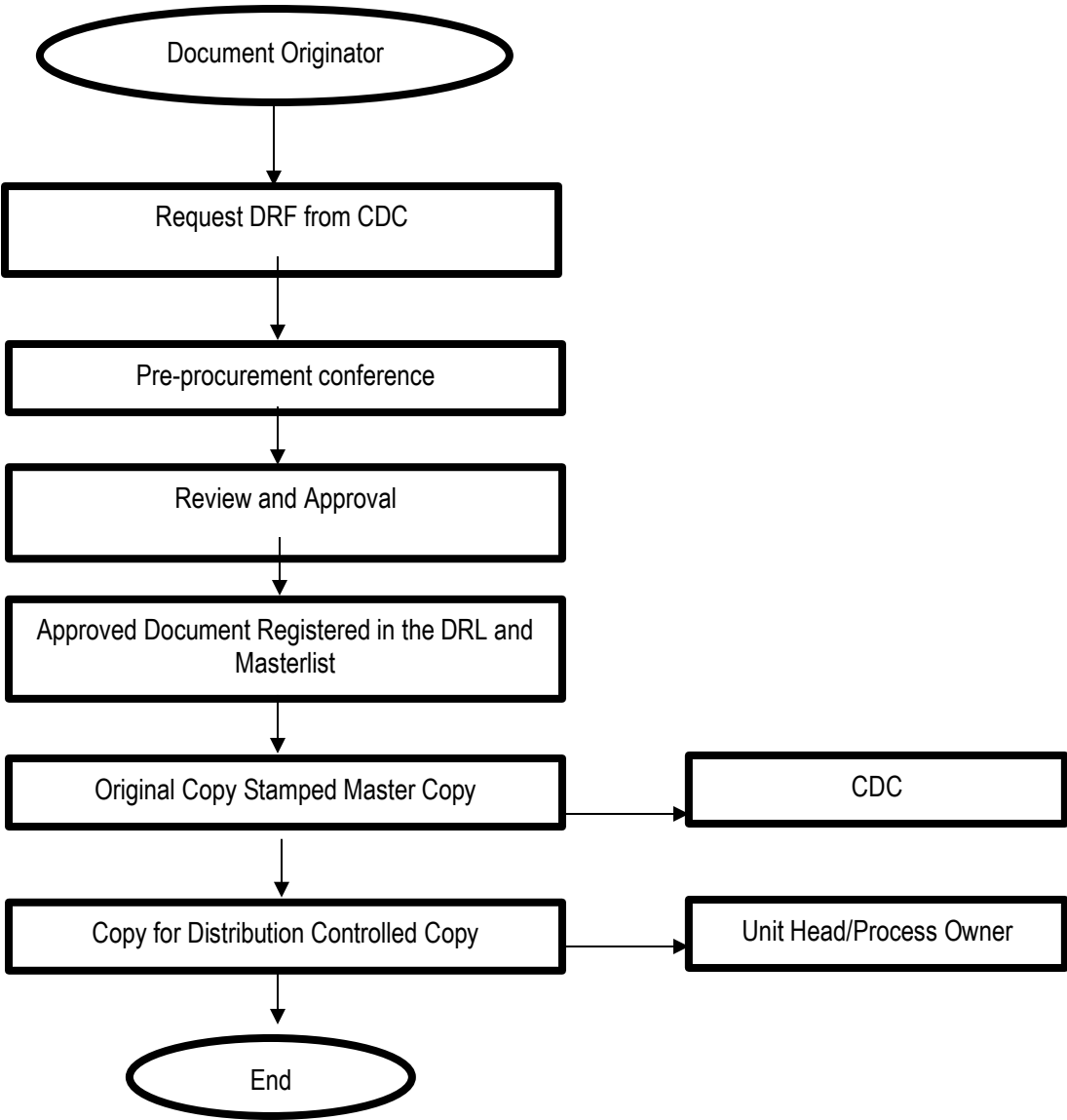




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Registration and Distribution of Documented Information



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