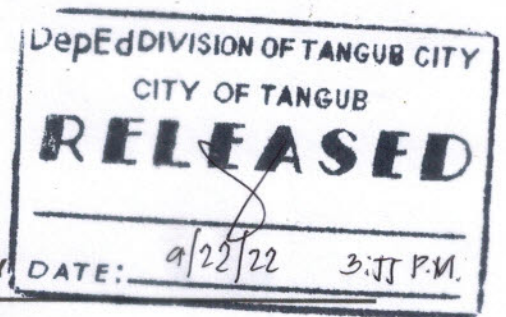




Republic of the Philippines
Department of Education
Region X
SCHOOLS DIVISION OF TANGUB CITY



Office of the Schools Division Superintendent


September 22, 2022

DIVISION MEMORANDUM
No. 276, s. 2022

**SIGNATORY AND INITIALS FOR DIVISION OFFICE ISSUED
MEMORANDA AND ADVISORIES**

To: Assistant Schools Division Superintendent
CID and SGOD Chief Education Supervisors
Education Program Supervisor
Public Schools District In- Charge
Elementary and Secondary School Heads
Section/ Unit Heads
All Others Concerned
This Division

1. To ensure smooth Office operations and prompt response, this Office hereby enforced that all division memoranda and advisories shall be reviewed and initialed by the division Chiefs/ Finance Officer/ Budget Officer/Administrative Officer V/ Section Heads whichever applicable.
2. The draft shall be initialed by the one who prepares the memo/advisory, then reviewed and initialed by the chief/ finance / budget/administrative officer V/ section heads before forwarding it to the Schools Division Superintendent for comment and printing the final copy for SDS signature.
3. In the absence of the Schools Division Superintendent, the Assistant Schools Division Superintendent will sign for and on behalf of the SDS subject to consultation before release.
4. In the event that the Assistant Schools Division Superintendent and Schools Division Superintendent are not available, the Administrative Officer V will sign the memo and advisory on their behalf subject to SDS consultation before release.
5. Immediate dissemination of this Division Memorandum to all concerned is enjoined.


NIMFA R. LAGO, PhD, CESO VI
Assistant Schools Division Superintendent
OIC- Office of the Schools Division Superintendent



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