



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



August 14, 2024

DIVISION MEMORANDUM

No. 274, s. 2024

OFFICIAL FORMAT OF DIVISION MEMORANDUM

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID & SGOD)
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

1. In adherence to the **National Quality Management System (NQMS)** and as per DO No. 30 s., 2019 entitled: **The Department of Education Manual of Style** this division will disseminate the official format of Division Memorandum with Document Reference Code and shall be effective immediately upon the release of this memorandum.
2. Attached herewith is the sample format of Division Memorandum and its detailed information to its elements.
3. Immediate dissemination of this Memorandum is desired.

SHAMBAEH A. ABANTAS-USMAN, PhD, CESO VI
Schools Division Superintendent *[Signature]*

Encl: As stated

Reference: NQMS, DO No. 30s, 2019

To be indicated in the Perpetual Index
under the following subjects:

NQMS DMOS MEMORANDUM

SAU/EAB – Official Format of Division Memorandum
August 14, 2024



Address: Anecito Siete St. Mantig, Tangub City
Telephone No: (088) 530 – 5988
Email: tangub.city@deped.gov.ph
Website: www.tangub.deped.gov.ph



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

Sample Format of DepEd Memorandum



Republic of the Philippines **1**
Department of Education

2 space 00 Jan 2018 **2**

DepEd MEMORANDUM **3**
 No. **000**, s. 2018

1 space **MAGNA SED PULVINAR ULTRICIES, PURUS LECTUS MALESUADA LIBERO, SIT AMET COMMODO MAGNA EROS QUIS URNA** **4**

1 space To: Undersecretaries
 Assistant Secretaries
 Bureau and Service Directors
 Regional Secretary, ARMM **5**
 Regional Directors
 Schools Division Superintendents
 Public Elementary and Secondary School Heads
 All Others Concerned

1 space 1. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus. **6**

1 space 2. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci. Aenean nec lorem. In porttitor. Donec laoreet nonummy augue. **7**

1 space 3. Ut nonummy. Fusce aliquet pede non pede. Suspendisse dapibus lorem pellentesque magna. Integer nulla. Donec blandit feugiat ligula. **8**

1 space 4. Posteritatem ut odit hofitico cum clari fuga regnet decima wisi aperte eos non class nosset/salubre/aperte filialem est assum QUO indigne displicere. Non louor veneta illo eorum me erubescam distulerunt te est iudicium Rerum Mordens Porro ad dis quod ipsam. **9**

1 space 5. Nec cras suspicionis, suspncta ad denuntiando, felis qui MUS patriae nisi://hac.nec.ad/RECOgnOVerunt ea scripto Ad. Minim minus Montes-Incusando, Ab. Aut Decima Typi, ad Eu. Prophetia Muller, Perpetuum Felices rem Innocntiae Communem Doloremque Vicissin (CEDERE), Destitutus Praesentia ab Eorum et procinctu hac. (28) 449-7715 ullam 826 ad (31) 134-9118, ac servata etiam posuere: netus@hac.cum.ad. **10**

1 space 6. Consensit departitionem te ullo Personarum si joannes. **11**

JUAN A. DE LA CRUZ **12**
 Secretary

1 space Encl.: As stated **13**
 Reference: None
 To be indicated in the Perpetual index **14**
 under the following subjects:

1 space CURRICULUM LEARNERS **15**
 RULES AND REGULATIONS SCHOOLS

1 to 2 spaces ABC/DO- magna sed pulvinar ultricies **16**
 0784/January 00, 0000

DepEd Complex, Meralco Avenue, Pasig City 1600 633-0000/633-0002 636-0003/637-0004 www.deped.gov.ph **17**



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A DM may provide the detailed procedures for implementing established laws or policies of the DepEd or other government agencies. It is signed by the Secretary if it is department-wide in scope, or this is delegated to the Undersecretary of each strand in cases of limited application or for specific application only.

The DM has 17 elements, as follows:

1. The letterhead, which includes the DepEd seal, and the agency name in Old English Text MT;
2. Date of release or approval;
3. Control number, with year series (s.);
4. Title of the DM;
5. Officials concerned, policy proponents and implementers, and stakeholders;
6. Statement of the activity;
7. Objectives of the activity
8. Statement of the enclosure in support of the activity;
9. Target participants;
10. Contact details of project proponent;
11. Closing statement, which directs the dissemination of the DM (through the DepEd website);
12. Signature of the Secretary;
13. Statement of enclosure/s (if any);
14. Related and/or repealed previous issuances used as references (if any);
15. Classification in Perpetual Index for easy reference and research;
16. Tracer, including the initials or name of encoder, file name of DM, assigned tracking number, and date prepared; and
17. Footer, which includes the address of DepEd, contact numbers, and website.