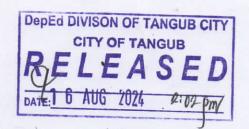


### Republic of the Philippines

## 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

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









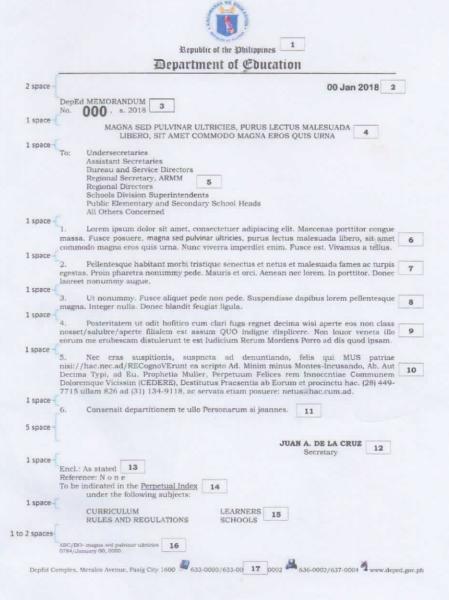


#### Republic of the Philippines

### Department of Education

Region X
SCHOOLS DIVISION OF TANGUB CITY

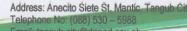
#### Sample Format of DepEd Memorandum











| Cicpitutis 140. | (000) 000 - 0000   |  |
|-----------------|--------------------|--|
| mail: tangub.c  | ity@deped.gov.ph   |  |
| Vebsite: www.t  | angub.deped.gov.ph |  |

| Doc. Ref. Code | SDO-OSDS-F001 | Rev  | 00     |
|----------------|---------------|------|--------|
| Effectivity    |               | Page | 1 of 1 |



#### Republic of the Philippines

### Department of Education

# Region X SCHOOLS DIVISION OF TANGUB CITY

A **DepEd Memorandum (DM)** disseminates instructions, information, or related matters, including the (i) creation of committees or task forces; (ii) submission of lists or reports; (iii) announcement of celebrations, surveys, holidays, examinations, contests, or results thereof; (iv) conference or seminars conducted by the bureaus, centers, services, units, and divisions; and (v) reiteration of regulations or laws issued by other agencies and departments.

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:

- 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;
- 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;
- 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.











Email: tangub.city@deped.gov.ph

Doc. Ref.
Website: www.tangub.deped.gov.ph

Effectiv

| Dog Dof Code | SDO-OSDS-F001 | Rev  | 00     |
|--------------|---------------|------|--------|
|              |               |      |        |
| Effectivity  |               | Page | 1 of 1 |