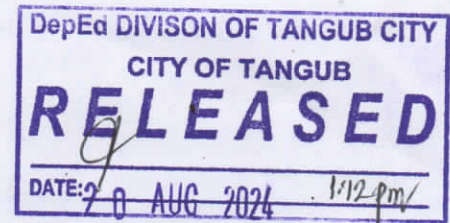




Republic of the Philippines
Department of Education
Region X
SCHOOLS DIVISION OF TANGUB CITY



August 13, 2024

DIVISION MEMORANDUM
No. 276, s. 2024

OPERATIONAL GUIDELINES ON THE RECEIVING AND RELEASING OF
DOCUMENTS

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 accordance with Records Management Operations Manual Re: Handling of Mail/Communication all incoming and outgoing mail/communication shall be properly received and released at the Records Office only.
2. All internal and external communications shall be addressed to the Schools Division Superintendent and shall not be received by any division or section.
3. All DepEd documents that will be forwarded/submitted to the Office shall be properly arranged and should be labelled properly for easy identification where the documents/reports are to be submitted.
4. Document/s not addressed to Schools Division Superintendent and or DepEd Reports from the field without transmittal/endorsement signed by the School Head will not be accepted.
5. Attached herewith is the sample template of transmittal/endorsement from the school.
6. Immediate dissemination of this Memorandum is desired.


SHAMBAEH A. ABANTAS-USMAN, PhD, CESO VI
Schools Division Superintendent

Encl: As stated
Reference: Records Management Operations Manual
To be indicated in the Perpetual Index
under the following subjects:

RMOM TRANSMITTAL COMMUNICATIONS

SAU/EAB – Operational Guidelines on the Receiving and Releasing of Documents
August 13, 2024



Address: Anecito Siete St. Mantic, 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
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SAMPLE OF TRANSMITTAL LETTER

Date: _____

SHAMBAEH A. ABANTAS-USMAN, PhD, CESO VI
Schools Division Superintendent
Office of the Schools Division Superintendent

Ma'am:

Respectfully forwarded to the Schools Division Superintendent, Division of Tangub City, the following reports for perusal.

Reports/Documents	Division/Section
(Example) 1. Form 6- Juan dela Cruz 2. Instruction Supervision Plan	OSDS- Personnel Section CID

Please acknowledge receipt of these documents.

School Head



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