Division Memorandum
DM No. 14 s. 2018

OFFICIAL STATIONERY AND CORRESPONDENCE FORMAT

To: Assistant Schools Division Superintendent, Curriculum Implementation Division, school Governance and Operations Division, Elementary/Secondary Principals, Head Teachers, TICs, OICs, All Concern

1. For purposes of uniformity, consistency and style in the official correspondence of this Office, the following guidelines shall be adopted effective January 22, 2018.
2. All official communications should be printed in the official stationery/letterhead using Arial Font, 11 points. They should be countersigned and reviewed by their respective section heads and/or Chiefs of Offices.
3. Initials of section heads and/or Chiefs of Offices who prepared the documents should be indicated at the lower left-hand corner of the document with corresponding date (Arial font, 8 points, Ital).
4. Generally, all communications should be in 21 cm x 29.7 cm (A4 size) except when the use of legal size bond paper would guarantee savings on paper. Margins should be 1.50 cm on all sides and 1.50 line spacing.
5. No official communications for signature of the Schools Division Superintendent should be forwarded without the initials of the person who prepared the documents and/or countersigned by the section heads and/or Chiefs of Offices.
6. Please see enclosures for Sample Copy of memorandum.

A. Unnumbered Memorandum
   1. Communications intended to circulate within the Division Office or that concern Division Office Personnel.
   2. Communications which will circulate outside the Division Office but that concern limited person.
   3. This should be without title but with Subject Line to indicate the key content of the memorandum.
   4. The signature line should be before the text of the memorandum.

B. Numbered Memorandum
   1. Communication of general circulation to the field should be numbered memorandum and series by the year consecutively according to date of release.
   2. Numbered memorandum should have title and the paragraph/s should be numbered accordingly.
   3. The title should be at the center and in Arial font, 12 points, ALL CAPS.
   4. Signature line for numbered memorandum should be after the text.

5. Numbering and dating of memorandum is done after it has been signed for elease/uploading by our Information and Communication Officer.

C. Endorsement

1. Inter-office communications shall be covered with an Endorsement numbered consecutively.
2. Communications endorsed to subordinate office should be *Respectfully referred to*; to a higher office should be *Respectfully forwarded to*; and to office of equal hierarchy should be *Respectfully transmitted to*. However, all communications that would be returned to the originating office should be *Respectfully returned to*.
3. The endorsement letter should specifyclearly the action taken by the nedorsing office or the action required by the same.

D. Advisory

1. Notice of meetings, conferences, seminars coming from public and private organizations outside of DepEd shall be treated as advisory.

E. Letter

1. Communications intended to be sent to office outside of DepEd should generally be in a form of letter and NOT endorsement.

For strict compliance and immediate dissemination.

MERTHEL M. EVARDOME, CESO VI
Schools Division Superintendent

mme01/25/2018

Division Memorandum
DM No. ____, s. 2018

DIVISION MEMORANDUM FORMAT

To: Assistant Schools Division Superintendent, Curriculum Implementation Division, school Governance and Operations Division, Elementary/Secondary Principals, Head Teachers, TICs, OICs, All Concern

1. For purposes of uniformity, consistency and style in the official correspondence of this Office, the following guidelines shall be adopted beginning January 22, 2018.
2. All official communications should be printed in this official stationery/letterhead using Arial Font, 11 points. They should be countersigned and reviewed by their respective section heads and/or Chiefs of Offices.
3. Initials of personnel who prepared the documents should be indicatedat the lower left-hand corner of the document (Arial font, 8 points, Ital).
4. Generally, all communications should be in 21cm x 29.7 cm (A4) size except when the use of legal size bond paper would guarantee savings on paper. Margins should be 1.50 cm on all sides and 1.50 line spacing.

MERTHEL M. EVARDOME, CESO VI
Schools Division Superintendent

mme01/25/2018

UNNUMBERED MEMORANDUM
January 23, 2018

TO: Asst. Schools Division Superintendent, Office of the SDS, Curriculum Implementation Division, School Governance and Operations Division, Elementary and Secondary School Principals, Head Teachers, Teacher-In-Charge, Officer-In-Charge, All Division Office Personnel/Staff

FROM: **MERTHEL M. EVARDOME, CESO VI**
Schools Division Superintendent

SUBJECT: **Division Official Stationary and Correspondence Format**

DATE : January 11, 2018

For purposes of uniformity, consistency and style in the official correspondence of this Office, the following guidelines shall be adopted effective immediately.

All Official communications should be printed in this official stationery/letterhead using Arial Font, 11 points. They should be countersigned by the one who prepares the communication and be reviewed by the concerned officials

Initials of personnel who prepared the documents should be indicated at the lower left-hand corner of the document.

Generally, all communications should be in 8.5" x 11" (letter size) except when the use of legal size bond paper would guarantee savings on paper.

mme01/25/2018

3rd Indorsement

January 25, 2018

Respectfully returned to **Mr. Elenar Opena,** Public Schools District Supervisor, Agdangan District, Division of Quezon, the hereto approved request to travel abroad of **Ms. Liza R. De Luna,** Teacher III, that District, during the long weekend from August 19 – 21, 2018 for your information and appropriate action.

MERTHEL M. EVARDOME, CESO VI
Schools Division Superintendent

mme01/25/2018

Division Advisory No. _____, s. 2018
January 23, 2018

In reference to Council Circular No. 32, s. 2015 of the Girl Scouts of the Philippines, Laguna Council, this advisory is issued for the information of all school heads (public/private), District Commissioners, District Field Advisers, Troop Leaders

COUNCILWIDE TWINKLERS' PLAYDAY

The Laguna Girl Scout Council will be holding the 1st Council Wide Twinklers' Playday for the triennium _____

Participation of both public and private schools shall be subject to no-disruption_____

For more information, please see attached Council Circular No. 32, s. 2015.

MERTHEL M. EVARDOME, CESO VI
Schools Division Superintendent

mme01/25/2018