



DepEd – DIVISION OF QUEZON

Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Cell # 09175824627 or at www.depedquezon.com.ph
"Creating Possibilities, Inspiring Innovations"



Registration Number:
QAC/R63/0216

UNNUMBERED MEMORANDUM

TO: Assistant Schools Division Superintendent
CID/SGOD Chief
Public School District Supervisors
Elementary and Secondary School Heads
All other Concerned

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

SUBJECT: Template for the Issuance of Service Record

DATE : August 16, 2019

This Office informs all concerned that a properly filled-up template for the issuance of Service Record must be submitted to the Records Section which will be effective on August 23, 2019. (Please see attached template).

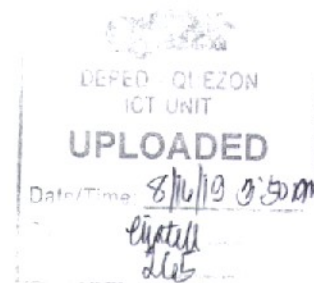
The said template of Request Form for Service Record can be accessed and downloaded in the link below:

tinyurl.com/quezonisotemplate

For your information and guidance.

perdef08/16/2019

DEPEDQUEZON-TM-SDS-04-010-001



Email address: quezon@deped.gov.ph

Comments: Txt HELEN – 09178902327 (Smart/Sun/TalknTxt) 2327 (Globe and TM)

Cell No: 09175824629



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REQUEST FOR SERVICE RECORD (INDIVIDUAL)

Schools Division Superintendent
DepEd – Division of Quezon
Sitio Fori Brgy. Talipan, Pagbilao, Quezon

Madam:

I would like to request a copy of my Service Record, _____
(COMPLETE NAME)

of _____
(CURRENT POSITION) (SCHOOL ASSIGNMENT)

It is needed for _____
(SPECIFIC PURPOSE)

Thank you very much.

(Signature Over Printed Name of Requesting Party)

Approved:

Received By:

DEPEDQUEZON-SDO-PER-04-070-000

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REQUEST FOR MULTIPLE SERVICE RECORDS

Schools Division Superintendent
DepEd – Division of Quezon
Sitio Fori Brgy. Talipan, Pagbilao, Quezon

Madam:

The following teachers/personnel of _____ would
like to request a copy of their Service Record, as certified by their signature and purpose as stated
therein.

	COMPLETE NAME	SIGNATURE	SPECIFIC PURPOSE
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____
13.	_____	_____	_____
14.	_____	_____	_____
15.	_____	_____	_____

Thank you very much.

(Signature Over PSDS or School Head Name)

Approved:

Received By:

DEPEDQUEZON-SDO-PER-04-071-000

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