



## DepEd – DIVISION OF QUEZON

Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Cell # 09175824627 or at [www.depedquezon.com.ph](http://www.depedquezon.com.ph)  
"Creating Possibilities, Inspiring Innovations"



Registration Number:  
QAC/R63/0216

### UNNUMBERED MEMORANDUM

**TO:** Assistant Schools Division Superintendents, CID/ SGOD Chief,  
Section Heads, Document and Record Controller, All Others Concerned

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

**SUBJECT:** REVISION OF HEADER AND FOOTER OF ISO RELATED DOCUMENTS  
LEVEL 1 – 4

**DATE :** October 14, 2019


This informs all concerned that header of **all internal documents** (Level 1-4) will be revised to bear the new contact number of SDO Quezon and removal of old contact number in the footer (see sample in Enclosure 1).

In this connection, all Level 4 documents will be revised immediately in relation to its use effective **November 4, 2019**. However, Level 1, 2, and 3 documents will be reprinted only using the new header and footer when revision has been made.

For your information and guidance.

docjob10142019

DEPEDQUEZON-TM-SDS-04-010-001

	
DEPED - QUEZON ICT UNIT	
UPLOADED	
Date/Time:	<u>OCT 31 2019</u>
By:	<u>crystal r. oyan</u>
Ref. no.	<u>866</u>

Email address: [quezon@deped.gov.ph](mailto:quezon@deped.gov.ph)

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

Cell No: 09175824629





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Enclosure 1 to Unnumbered Memorandum No. 366, s. 2019

### Level 1-3 New Header

 		<b>DepEd – DIVISION OF QUEZON</b> Sitio Fori, Brgy. Talipan, Pagbilao, Quezon Trunkline # (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321 <a href="http://www.depedquezon.com.ph">www.depedquezon.com.ph</a> "Creating Possibilities, Inspiring Innovations"		  Registration Number: <b>QAC/R63/0216</b>
Click or tap here to enter text.				
DC No.: <b>DEPEDQUEZON-</b> - - <b>-0-</b> - -				
Original Date:	Approval Date:	Registration Date:	Effectivity Date:	Page 1 of 1

### Level 1-3 New Footer

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### Level 4 New Header

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### Level 4 New Footer

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