



Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



05 January 2026

DIVISION MEMORANDUM
 No. 0014, s. 2026

**IMPLEMENTATION OF THE DOCUMENT REFERENCE CODE SYSTEM
 UNDER PAWIM**

To: Assistant Schools Division Superintendents
 Division Chiefs
 Unit and Section Heads
 All Others Concerned

1. In line with the Procedures and Work Instructions Manual (PAWIM) under Documented Information Management, this Office hereby communicates the **mandatory implementation of the Document Reference Code System** for all official issuances of the Schools Division Office, **effective January 12, 2026**.
2. The system prescribes standardized codes for different types of issuances to ensure uniform identification, traceability, monitoring, and proper records management. All concerned offices and personnel are directed to apply the reference codes as follows:

Document	Reference Code	Code Definitions	Operational Definition
Division Memorandum	DIVISION MEMORANDUM No. 000 s. YYYY e.g. DIVISION MEMORANDUM No. 001 s. 2026	000 - Number Series YYYY – Year Released	An official written issuance of the Schools Division Office that communicates policies, directives, instructions, or information of division-wide applicability . It is issued to ensure uniform implementation of programs, activities, and administrative actions across all offices, schools, and districts within the Division and is duly approved and signed by the Schools Division

DEPEDQUEZON-TM-SDS-04-009-003



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			Superintendent or the authorized approving authority.
Division Memorandum in Limited Circulation	DIVISION MEMORANDUM AAA-YYY-000 e.g. DIVISION MEMORANDUM CID-2026-001	AAA - Functional Division Code <ul style="list-style-type: none"> • OSDS - Office of the Schools Division Superintendent • CID - Curriculum Implementation Division • SGOD- School Governance and Operations Division YYYY - Year Released 000 - Number Series	An official issuance of the Schools Division Office similar to a Division Memorandum but restricted in scope to a specific program, application, or selected schools/districts, and may be signed by the concerned Functional Division Chiefs or Section Heads .
Office Memorandum	OFFICE MEMORANDUM AAA-YYY-000 e.g. OFFICE MEMORANDUM SGOD-2026-001	AAAA - Functional Division Code <ul style="list-style-type: none"> • OSDS - Office of the Schools Division Superintendent • CID - Curriculum Implementation Division • SGOD- School Governance and Operations Division YYYY - Year Released 000 - Number Series	An internal written communication within a division or office used to convey instructions, requests, or information for administrative or operational purposes, and signed by the Schools Division Superintendent, or Functional Division Chiefs, or Section Heads .

- All units, sections, and personnel are required to strictly **adhere to this coding system** and **use the updated document footer**. Any issuance lacking the prescribed reference code or using an outdated footer shall be considered **non-compliant** and may be **returned for correction**.
- For strict compliance and immediate dissemination of this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
 Schools Division Superintendent

recsop01/05/2026

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