



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

March 11, 2021

DIVISION MEMORANDUM
DM No. 130, s. 2021

USE OF OFFICE MEMORANDUM TEMPLATE

To: OIC-Assistant Schools Division Superintendents, CID and SGOD Chiefs, Education Program Supervisors and Specialists, Unit/Section Heads and All Others Concerned

1. This Office informs all concerned personnel to use the newly registered template, **Office Memorandum** with Document Control No. **DEPEDQUEZON-TM-SDS-04-010-004** (see attached template) which shall take effect on **March 15, 2021**.
2. As a replacement to Unnumbered Memorandum, the **Office Memorandum** will be used to disseminate instructions or information on officials, personnel, and staff within the Division Office or with limited addressees, for inter-office communications in general.
3. The new template can be accessed and downloaded in the following link:
tinyurl.com/dopersonneltemplate
4. Immediate dissemination and compliance to this Memorandum is desired.

ELIAS A. ALICAYA JR. EdD
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

TMosds03/11/2021

DEPEDQUEZON-TM-SDS-04-009-003



"Creating Possibilities, Inspiring Innovations"
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SCHOOLS DIVISION OF QUEZON PROVINCE

OFFICE MEMORANDUM
OM No. ____, s. 20__

DATE

SUBJECT

To : _____

- 1.
- 2.
- 3.

NAME (AND SIGNATURE) OF APPROVING AUTHORITY
POSITION/DESIGNATION

Initialmmkdd/yy
DEPEDQUEZON-TM-SDS-04-010-004



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