

#### 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

- 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.
- 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.
- 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

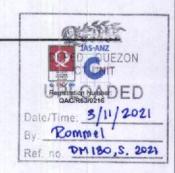


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### Republic of the Philippines

# Department of Education

Region IV-A SCHOOLS DIVISION OF QUEZON PROVINCE

OFFICE	<b>MEMORANDUM</b>
OM No	, s. 20

DATE

SUBJECT

То :\_\_\_\_\_

1.

2

3.

NAME (AND SIGNATURE) OF APPROVING AUTHORITY
POSITION/DESIGNATION

Initialmm/dd/yy DEPEDQUEZON-TM-SDS-04-010-004



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