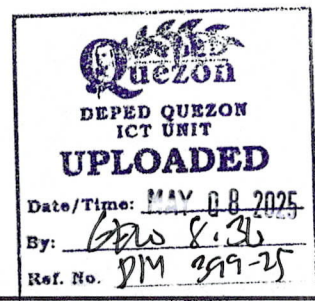




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



07 May 2025

DIVISION MEMORANDUM
DM No. 399, s. 2025

PROCESS ON THE ISSUANCE OF SERVICE RECORD

To: Assistant Schools Division Superintendents
Division Chiefs
Section/Unit Heads
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

1. This Office announces the process on the issuance of service record used in promotion, ranking, transfer and other similar purposes that do not require wet signature.
2. The purpose of this is to lessen the massive and duplicate/excessive requests of service records. All requests of service record should be submitted to Division Records Section for the smooth process of transaction.
3. The issued service record is valid for one year from the date of issuance unless there is a career progression, whether through lateral transfers or vertical promotions within their service.
4. The service record must be certified and signed by our Administrative Officer IV/HRMO II, Wennie O. Gaela. For further information, please coordinate directly with the personnel in-charge, Leovigildo V. Gaela (Elementary) and Ms. Madonna R. Evangelista (Secondary).
5. Widest and immediate dissemination of this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

Permre 05/07/2025
DEPEDQUEZON-TM-SDS-04-009-003



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