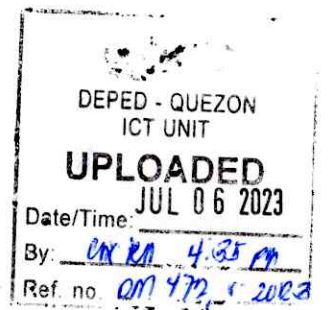




Republic of the Philippines
Department of Education
 REGION IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



22 June 2023

DIVISION MEMORANDUM
DM No. 472, s. 2023

**UTILIZATION OF THE REVISED FORMS AND TEMPLATES
 OF THE RECORDS SECTION**

To: Assistant Schools Division Superintendents
 Division Chiefs
 Unit/Section Heads
 Public Schools District Supervisors
 Elementary and Secondary School Heads
 Liaison Officers
 Sub-Offices Personnel
 All Others Concerned

1. This Office announces the utilization of the following revised forms and templates of the Records Section:

REQUEST FOR:	REASON	TITLE OF DOCUMENT REQUESTED	DOCUMENT CONTROL NUMBER (If any)
Revision	Additional Column	Incoming / Outgoing Documents	DEPEDQUEZON-SDO-REC-04-002-006
Revision	Revised Contents	Document Tracking System (DTS) Transmittal Form	DEPEDQUEZON-SDO-REC-04-001-006

2. The copy of the said forms/templates is attached to this Memorandum and is also readily available in the SDO Official Communication Template for SDO Personnel Google Drive for downloading and reference.
3. For the information and guidance of all concerned, immediate dissemination of this Memorandum is hereby desired.

For: **ROMMEL C. BAUTISTA, CESO V**
 Schools Division Superintendent
 By: **GREGORIO T. MUECO**
 ASDS

recmjgm06/23/2023

DEPEDQUEZON-TM-SDS-04-009-003



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Department of Education
REGION IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

INCOMING / OUTGOING DOCUMENTS

Name of Office/Unit/Section/:

No.	DATE	TRANSACTION NO.	DELIVERED / RELEASED TO:			REMARKS
			UNIT / SECTION / SCHOOL	NAME & SIGNATURE	DATE/TIME	
01						
02						
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DEPEDQUEZON-SDO-REC-04-002-006



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Document Trail 1:

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

DOCUMENT TRACKING SYSTEM (DTS) TRANSMITTAL FORM

Transaction No. (DTS No.):		
Date:	No. of Page/Box/Folder/Envelope:	
Document Title:		
Sector:	District:	Municipality:
School Name:		
Destination:	Carrier:	Action Needed:
Document Owner:		
Email Address:	Cellphone No.:	

**To track your transaction, please visit www.depedquezondts.com.ph*

Document Trail 2:	Document Trail 3:	Document Trail 4:	Document Trail 5:
Document Trail 6:	Document Trail 7:	Document Trail 8:	Document Trail 9:

DEPEDQUEZON-SDO-REC-04-001-006



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