



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

DEPED - QUEZON ICT UNIT	
UPLOADED	
Date/Time:	JUL 21 2023
By:	ckirkul 2:55 pm
Ref. no.	DM 55, s. 2023

21 July 2023

DIVISION MEMORANDUM

DM No. 55, s. 2023

**REITERATION ON THE FORMAT OF ADDRESSING THE SCHOOLS DIVISION
SUPERINTENDENT IN ALL OFFICIAL CORRESPONDENCE**

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

1. In reference to **Division Memorandum No. 252, s. 2023** titled **Announcing the Newly Assigned Schools Division Superintendent of DepEd Division of Quezon**, this Office reiterates the **appropriate** format of addressing the Schools Division Superintendent relative to office functions and activities in the Department.
2. Hence, all official correspondence shall be signed as follows:

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

3. For immediate dissemination and strict compliance.

FOR:

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

BY:

MARIA DOLORES D. ATIENZA
Administrative Officer V

osdsSDO07/21/2023

DEPEDQUEZON-TM-SDS-04-009-003



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Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph