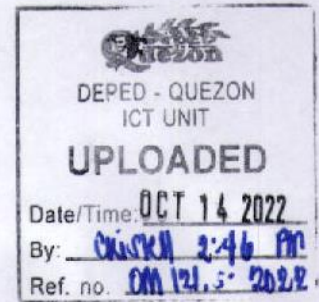




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



10 October 2022

OFFICE MEMORANDUM
OM No. 121, s. 2022

**IDENTIFICATION OF PROPER ACTION UNIT/SECTION OF THE DOCUMENTS
TO BE SUBMITTED IN SUB-OFFICES AND THE DIVISION OFFICE**

To : Assistant Schools Division Superintendents
Division Chiefs
Unit/Section Heads
All Others Concerned

To address the constant issue in the identification of proper action unit/section, this Office advises all the units/sections to **clearly communicate the instructions of submission** and **SPECIFY THE EXACT ACTION UNIT/SECTION** in the Memorandum to be issued in the field. This may be done by stating ***"Please submit the document/s to _____ Unit/Section thru the Records Section."***

This initiative will help to address confusion and back-and-forth of the documents submitted by the clientles.

Immediate dissemination and strict compliance with this Memorandum is desired.

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

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