



Republika ng Pilipinas
Republic of the Philippines
Kagawaran ng Edukasyon
Department of Education
REHIYON V (BIKOL)
REGION V (BICOL)
TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA
SCHOOLS DIVISION OFFICE OF IRIGA CITY

September 5, 2022

DIVISION MEMORANDUM
No. 169, s. 2022

**ASSUMPTION OF FUNCTIONS OF THE NEWLY ESTABLISHED
RECORDS OFFICE AND THE ADOPTION OF
CENTRALIZED NUMBERING SYSTEM
OF ALL OUTGOING DOCUMENTS
OF THE SCHOOLS DIVISION OFFICE**

To: OIC-Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Education Program Supervisors
OIC-Public Schools District Supervisors
School Heads (Elementary and Secondary)
Division Office Section Heads
All others concerned

1. With the recent establishment of the SDO-Records Office and the appointment of the new Administrative Officer IV-Records (Records Officer); the following guidelines shall be implemented by the Schools Division Office:

- a. Starting September 12, 2022, receiving and releasing of all documents and communications shall now be the function of the **Records Office**. All incoming mails, whether through a messenger, postal service, or electronic, shall be received at the Records Office located beside the Assistant Schools Division Superintendent Office. The Document Tracking System (DTS) currently being used by the Schools Division Office in receiving and tracking of documents from the different offices and schools in this Division, and other agencies and entities, shall likewise be transferred to the Records Office;
- b. Requests for Document Authentication and Verification shall now also be submitted to the Records Officer, who shall then implement protocol for verifying and authenticating the requested documents;
- c. All other requests for certifications and other documents shall be submitted to the Records Office. It is the Records Office who will route said requests to the proper action office;



San Nicolas, Iriga City
 (054) 299-2605
 : irigacity@deped.gov.ph



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d. All outgoing documents from the different Division Office Sections shall be forwarded first to the Records Office for proper recording and indicating of control number. The documents shall then be released by the Records Officer to the addressee or recipient of the documents;

e. All Division Office Section Heads are reminded of DepEd Order No. 30, s. 2019 or The Department of Education Manual of Style in the preparation of all official documents and issuances. Documents, communications, issuances, and all other official correspondence not following the specific style or format shall not be accepted by the Records Office. The offices are likewise discouraged to accept documents brought or prepared by the requesting party, especially if the documents do not follow the prescribed style or format;

f. The Schools Division Office shall now implement a centralized coding and numbering of all outgoing documents or communications. It is the Records Office who has the sole responsibility of giving the control number of the outgoing documents, using the following sequence:

ABC-MMY-XXXXX

where ABC stands for the Division Office Section codes given hereunder; MMY for month and year the document is released; and XXXXX for the number series of the outgoing document.

The following are the different Division Office Sections and their corresponding codes:

Administrative Office-General Management	-	AGM
Personnel	-	PER
Payroll	-	PAY
Records	-	REC
Cashier	-	CAS
Supply	-	SUP
ICT	-	ICT
Finance-Accounting	-	FAC
Finance-Budget	-	FBO
OSDS	-	SDS



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OASDS	-	ASD
CID	-	CID
SGOD	-	SGO
Health	-	HEA
Learning Resources Management	-	LRM
Planning	-	PLA
Legal	-	LEG
DRRM	-	DRR
Monitoring and Evaluation	-	M&E
ALS	-	ALS

g. Released documents without control number and initial of the Records Officer are presumed not to have been submitted to the Records Office and shall not be considered as official communication or issuances of the Schools Division Office;

h. All outgoing documents shall be prepared in three (3) copies. First copy is for the addressee or the recipient of the documents; second copy is for records office file; and the third copy is for the action office or where the document came from.

2. In line with the office mandate of providing efficient and effective delivery of services, all concerned offices are enjoined to adopt the foregoing guidelines.

3. Immediate dissemination and compliance of this memorandum is desired.

DANILO E. DESPI
Schools Division Superintendent

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