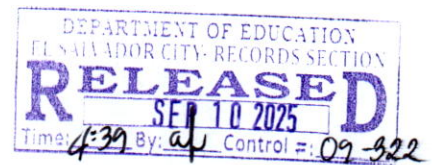




Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



September 10, 2025

DIVISION MEMORANDUM
NO. 322, s. 2025

RECORDS SECTION AS THE CENTRAL POINT IN RECEIVING
AND RELEASING OF OFFICIAL DOCUMENTS

To: Assistant Schools Division Superintendent
Chief CID, SGOD
Education Program Supervisors
Section Heads
All Division Office Personnel
All Public Elementary Schools
All Public Secondary Schools
This Division

1. It has been noted that some schools have submitted documents directly to specific personnel or unit/section of this Office, contrary to the standard process in receiving and releasing of documents. In this regard, this Office hereby reminds the schools and all division office personnel of the following standard procedure:
 - a. All incoming documents for submission to this Office must be submitted to the Receiving Area of the Records Section with an attached transmittal. No document from the field must be directly submitted to any personnel or unit/section.
 - b. All outgoing documents shall be released only through the Releasing Area of the Records Section and no personnel shall directly release a document to the field or other agencies.
2. Strict observance of this procedure is necessary to ensure proper recording and monitoring of all incoming and outgoing official communications.
3. This Division Memorandum adheres with the Equal Opportunity Principle (EOP) in observing all policies and protocol of the said activity. Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender identity sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
4. For information, guidance, and compliance.


RANDOLPH B. TORTOLA
Schools Division Superintendent



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

To be indicated in the Perpetual Index
under the following subjects:

PROCEDURE

RE: Records Unit as the Central Point in Receiving and Receiving of Official Documents

OSDS/ERI



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Doc. Ref. Code	SDO-OSDS-F001	Rev	00
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