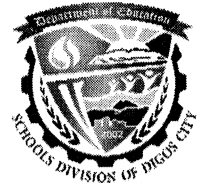




Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**  
Digos City



**DIVISION MEMORANDUM**  
No. 697, s. 2017

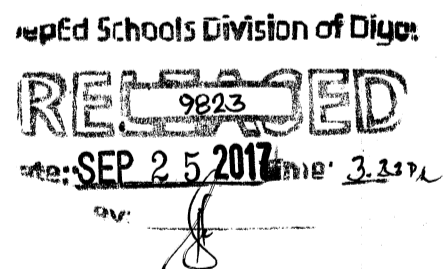
September 19, 2017

**Templates for Business Correspondence in the Division Office**

To: Chief Education Program Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Chief of Sections  
All other concerned

1. It has been observed by this Office that various templates are used for business correspondence in the Division.
2. To ensure that all business communication are clearly identified as that of DepEd Digos City Division, a policy on the use of uniform template as letterheads (Annex A), division memorandum (Annex B), and division advisory (Annex C) is hereby instituted.
3. These templates are available for download from the Division Office website at <http://www.depeddigoscity.org/downloads/>.
4. All elements of the template, especially the enclosures, references, and classification in the perpetual index are to be filled out.
5. This memorandum takes effect immediately.
6. For dissemination and strict compliance.

**WINNIE E. BATOON, EdD**  
Officer in Charge  
Office of the Schools Division Superintendent



Encls: Letterhead, Division Memorandum Template, Division Advisory Template  
References: DepEd Order No. 13, s. 2015  
To be indicated in the Perpetual Index under the following subjects:  
BUSINESS CORRESPONDENCE TEMPLATES OFFICE TEMPLATES

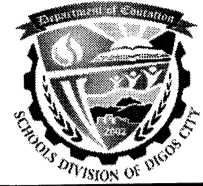
xf: templates for business correspondence in the division office  
19 September 2017

**ANNEX A - Letterhead**



Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**  
Digos City

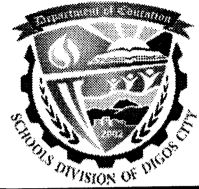
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**ANNEX B – Division Memorandum**



Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**  
Digos City



**DIVISION MEMORANDUM**  
No.\_\_\_\_, s. 0000

XXX 0, 0000

**Memorandum Title**

To: Recipient

1. Statement of policy
2. Objectives of issuing the policy
3. Statement on repealing, rescinding, or modifying previous provisions contained in the previously approved Division memo
4. Statement of publication and effectivity
5. Closing statement for strict compliance of all concerned to the stated policy

**WINNIE E. BATOON, EdD**  
Officer in Charge  
Office of the Schools Division Superintendent

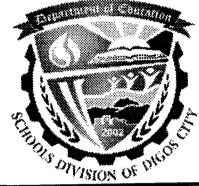
Encls: List Enclosures  
References: DepEd Order  
To be indicated in the Perpetual Index under the following subjects:  
SUBJECT

Elizabeth S. Fuentes: memorandum title  
0 XXX 0000

**ANNEX C – Division Advisory**



Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**  
Digos City



**Division Advisory No. \_\_\_\_ s. 0000**  
XXX 0, 0000

In compliance with DepEd Order No. 8, 2013  
this Advisory is issued not for endorsement per DO 28, s. 2001,  
but for the information of DepEd officials,  
personnel/staff, as well as the concerned public.  
(Visit [www.deped.gov.ph](http://www.deped.gov.ph))

**Advisory Title**

1. DECS Order No. 28, s. 2001 authorizes this Department/Division to disseminate information on suggested competitive events, scholarship and training opportunities for our teachers, students and pupils. These are issued as ADVISORIES, purely for field information. Participation is on the basis of personal judgement, time and resources.
2. Attached is a copy of
3. Details of the said activity are in the enclosure.
4. For information and dissemination.

**WINNIE E. BATOON, EdD**  
Officer in Charge  
Office of the Schools Division Superintendent

Encls: List Enclosures  
References: DepEd Order  
To be indicated in the Perpetual Index under the following subjects:  
SUBJECT

Elizabeth S. Fuentes: advisory title  
0 XXX 0000