DIVISION MEMORANDUM
No. 69, 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

Ends:
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

xref: templates for business correspondence in the division office
19 September 2017
DIVISION MEMORANDUM
No.____, s. 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
Division Advisory No. XXX s. 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)

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

Ends:
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