



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OFFICE II OF PANGASINAN

DIVISION MEMORANDUM No. 012, s.2023

TO: PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS
ALL OTHERS CONCERNED

FROM: LORNA G. BUGAYONG PhD, CESO V
Schools Division Superintendent

SUBJECT: RECEIVING SERVICES OF RECORDS UNIT

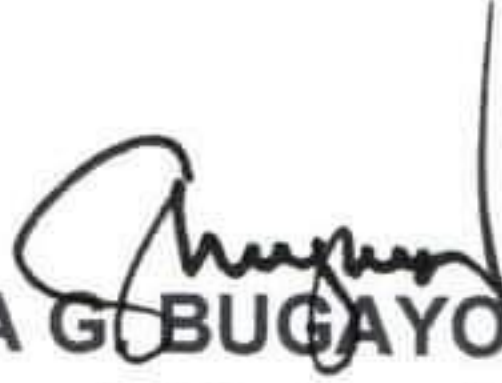
DATE: January 5, 2023

PARTICULARS

For the safety and protection of everyone, the SDO Pangasinan II, Records Unit hereby advises the public to observe the following process in the "receiving" of documents:

1. "Transmittal/s" of the submitted document/s shall be borne by the submitting personnel. Copy/ies of "transmittal/s" shall be provided to the Records Unit and shall serve as the "receiving copy." Submitting personnel are advised to secure his/her own "receiving/transmittal" copy as proof of submission and reference;
2. All documents indicated in the transmittal must be actually present;
3. Upon verification, all documents shall be personally submitted/delivered by the submitting personnel to the concerned Division units;
4. Daily cut-off time of receiving of documents shall be **5:00 p.m.**

For strict compliance.


LORNA G. BUGAYONG PhD, CESO V
Schools Division Superintendent

