



Republic of the Philippines
Department of Education

REGION I

SCHOOLS DIVISION OFFICE II OF PANGASINAN

Office of the Schools Division Superintendent

DIVISION MEMORANDUM No. 047, s.2023

TO: PUBLIC SCHOOLS DISTRICT SUPERVISORS
ELEMENTARY AND SECONDARY SCHOOL HEADS
ALL OTHERS CONCERNED

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

SUBJECT: INCOMING AND OUTGOING DOCUMENTS

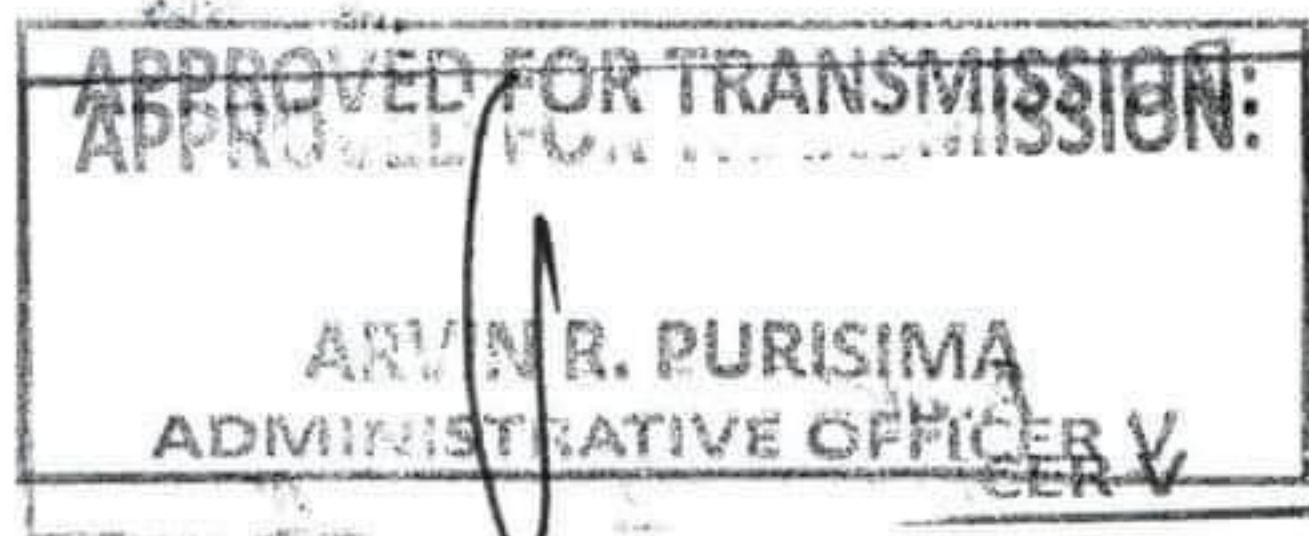
DATE: January 24, 2023


PARTICULARS

Per DepED Records Management Operations Manual, all documents forwarded/submitted to the SDO II of Pangasinan concerned units must pass through the Records Unit for proper tracking /documentation.

- Incoming documents shall be stamped "**RECEIVED**" prior to submission/routing.
- All outgoing documents with appropriate action taken claimed by clients directly from the other units must proceed to the Records Unit to be stamped with "**RELEASED**" for its official release.

For your strict compliance.




LORNA G. BUGAYONG PhD, CESO V
Schools Division Superintendent