



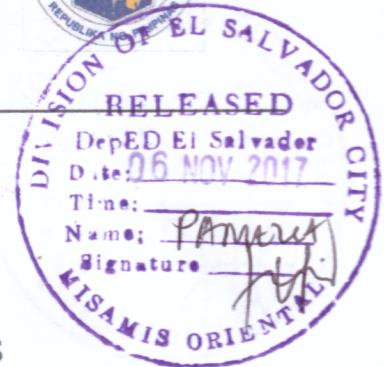
Republic of the Philippines
Department of Education
Region X
DIVISION OF EL SALVADOR CITY

Zone 3, Poblacion, El Salvador City
Telefax No: (088) 555-0475/ Mobile No: +639199942421
Email address: elsalvador.city@deped.gov.ph
Website: www.depedelsalvadorcity.net



DIVISION MEMORANDUM

No. 758, s. 2017



To: PUBLIC ELEMENTARY SCHOOL HEADS
PUBLIC SECONDARY SCHOOL HEADS
ALL PROGRAM EDUCATION SUPERVISORS
UNIT/SECTION HEADS
ALL OTHERS CONCERNED
This Division

From: ALLAN G. FARNAZO, PhD, CESO IV
Regional Director IV, Concurrent SDS

Subject: Directive for the School Heads, Unit Heads and
Monitoring Supervisors to Review and
Countersign Office Documents

Date: October 30, 2017

1. All school heads, unit heads and monitoring supervisors are hereby directed to review and countersign the documents of their respective schools and units before forwarding to the Office of the Schools Division Superintendent for the signature of the undersigned.
2. Such documents include letters, transmittals, certificates, reports and the like.
3. Strict compliance and wide dissemination of this Memorandum is enjoined.

Copies Furnished:
Person Concerned
Accounting
Region
Records Section-Memorandum

/emr