



DIVISION MEMORANDUM

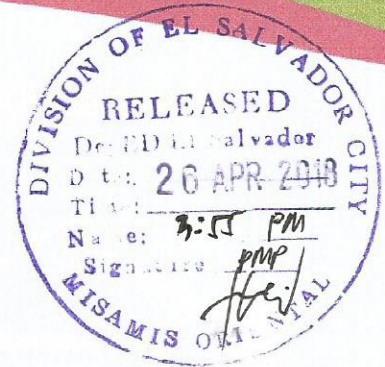
No. 125, s. 2018

To: ALL DIVISION OFFICE PERSONNEL

From: **AGUSTINES E. CEPE, Ph.D., CESO VI**
Schools Division Superintendent

Subject: Process Flow for Communication Letters and/or Other Official Documents

Date: April 26, 2018



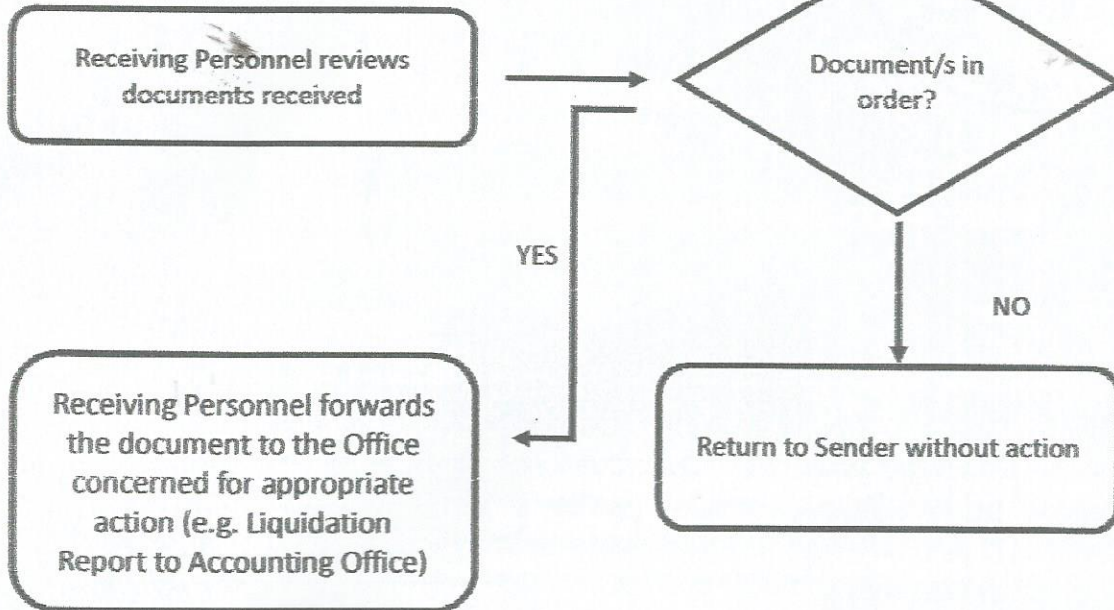
1. This is to remind all employees on the following:
 - a. All IN-COMING documents must be officially received by the Person In-Charge on RECEIVING- Marissa B. Jaudian
 - b. All OUT-GOING documents must be officially released by the Person In-Charge on RELEASING- Pamela Rikka M. Pates
 - c. Documents to be submitted to the Regional Office and other Government Offices shall be hand carried and delivered by the LIAISON OFFICER- John Perkins S. Sillabe
2. Please refer to the attached process flow. Documents received and released incompliant with the process flow shall not be considered officially received and released by this Office.
3. For information, guidance and strict compliance.

Copies Furnished:
Person Concerned
Records Section-Notice/Personnel/HR matters

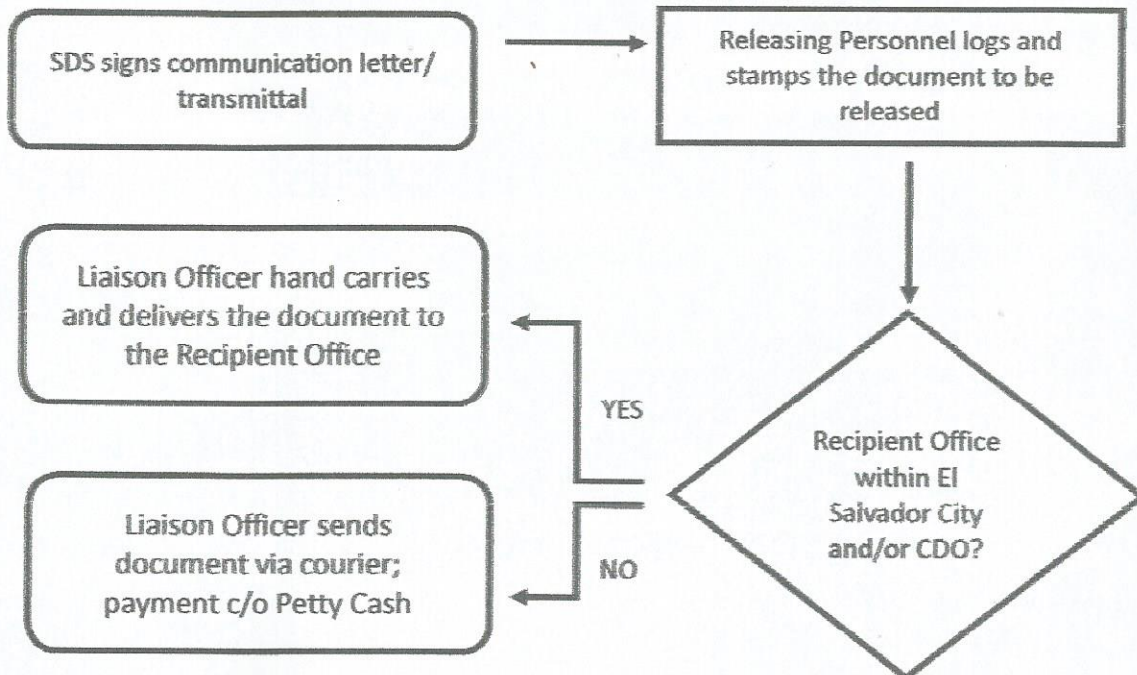
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PROCESS FLOW FOR COMMUNICATION LETTERS AND/OR OTHER OFFICIAL DOCUMENTS

A. IN-COMING DOCUMENTS



B. OUT-GOING DOCUMENTS



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