



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 | Email Address: elsalvador.city@deped.gov.ph | Website: depedelsalvadorcity.net

DIVISION MEMORANDUM

No. 021, s. 2019

To: Public Elementary School Teachers and School Heads
Public Secondary School Teachers and School Heads
This Division

From: **JESNAR DEMS S. TORRES, Ph.D., CESE**
OIC, Schools Division Superintendent 

Subject: Announcing the Use of Official Cover Page Template for Submission of Reports to the Division Office

Date: January 16, 2019

1. To facilitate and expedite tracking of submission of documents, the field is hereby directed to use the enclosed template as official cover page in submitting reports effective January 21, 2019.
2. Further, all reports/documents submissions must be submitted through the Receiving Section only.
3. Immediate and wide dissemination of this Memorandum is desired.



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SAMPLE

TEMPLATE OF THE COVER PAGE

TITLE OF THE REPORT

Documents Required in Establishing Sambulawan Integrated School

SUBMITTED BY:

EDWIN B. LABIS
SCHOOL HEAD
SAMBULAWAN ELEMENTARY SCHOOL

SUBMITTED TO:

NILO L. LOMONGO
EPS - II

DEADLINE

JANUARY 11, 2019