



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY


12 Jan 2022

DIVISION MEMORANDUM
No. 019, s. 2022

**ADDENDUM TO DIVISION MEMORANDUM 21, S. 2019 RE: ANNOUNCING THE
USE OF OFFICIAL COVER PAGE TEMPLATE FOR SUBMISSION OF
REPORTS TO THE DIVISION OFFICE**

To: **Asst. Schools Division Superintendent**
Chief CID, SGOD
PSDS, Education Program Supervisors
All Public Elementary & Secondary School Heads
All Others Concerned
This Division

1. This is to remind all schools that all documents/reports submitted to the Division Office must **use the cover page prescribed** in Division Memorandum 21, s. 2019 (header and footer must be updated, compliant with the DepEd Manual of Styles). Further, we would like to request all schools and clients to **attach a transmittal in every instance a document is submitted to the Division Office**. These measures shall be strictly implemented effective immediately, to facilitate tracking and expedite processing of documents received by this Office.
2. This Office shall adhere to Equal Opportunity Principle (EOP) in reviewing the documents received and attending to clarification/queries relative to the same. Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
3. This is for your information and strict compliance.


OLGA C. ALONSABE
Schools Division Superintendent

To be indicated in the Perpetual Index
Under the following subjects:

POLICY PROCEDURE



Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 855-0113
Website: www.depedelsalvadorcity.net | Email: elsalvador.city@deped.gov.ph



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

SAMPLE TRANSMITTAL

February 03, 2022

OLGA C. ALONSABE
Schools Division Superintendent
Department of Education
Division of El Salvador City

Attn: **Personnel Unit**

Dear **Dr. Alonsabe:**

Greetings!

This is to submit the following document/s, requesting for the following action/s:

NO.	NAME/TYPE OF DOCUMENT	PURPOSE/ ACTION REQUIRED
1	Monthly Report of Absences and Undertime (MRAU) w/ Daily Time Records (DTRs) of 30 employees	Include in Form 7 for submission to Regional Office, to serve as reference for February 2022 salary
2	Applications for Leave (Domingo and 4 others)	Process applications for leave
3	Applications for Inclusion in the Regional Payroll (Reyes and Perez)	Review and endorse to RPSU
4	Applications for Salary Adjustment (Garcia)	Review and endorse to RPSU

May you find all documents in order.

Sincerely,

A.B. Cruz

ANGEL B. CRUZ
School Head



Date

OLGA C. ALONSABE
Schools Division Superintendent
Department of Education
Division of El Salvador City

Attn: _____
Office/Section/Unit

Dear **Dr. Alonsabe:**

Greetings!

This is to submit the following document/s, requesting for the following action/s:

NO.	NAME /TYPE OF DOCUMENT	PURPOSE / ACTION REQUIRED

May you find all documents in order.

Sincerely,

Signature of client/ School Head
FULL NAME
Position/Designation