



Republic of the Philippines  
**Department of Education**  
REGION IX, ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DAPITAN CITY

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1 July 2025

**DIVISION MEMORANDUM**


No. 420 s. 2025

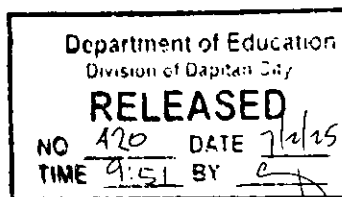
**DOCUMENT REFERENCE CODING SYSTEM  
AND UTILIZATION OF FORMS AND TEMPLATES**

**TO: Assistant Schools Division Superintendent  
Chief Education Supervisors (SGOD& CID)  
Administrative Officer V (Administrative Services)  
Administrative Officer V (Budget)  
Accountant III  
Elementary and Secondary School Heads  
SDO Personnel  
This Division**

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1. Pursuant to DepEd Memorandum No. 014, s. 2022 titled, Procedures and Work Instructions Manual (PAWIM), a Document Reference Coding System and Utilization of the Prescribed Forms and Templates shall be implemented and used effective immediately.
2. Attached are the Document Reference Coding System and the prescribed templates for your ready reference.
3. Immediate dissemination of this Memorandum to all concerned is desired.

  
**JAY S. MONTEALTO, CESO VI**  
Assistant Schools Division Superintendent  
OIC-Schools Division Superintendent





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Department of Education  
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**DOCUMENT REFERENCE CODING SYSTEM**

<b>Document</b>	<b>Scope/Scale</b>	<b>Reference Code</b>	<b>Code Definitions</b>
Division Memorandum	Specific schools or officials	<b>DIVISION MEMORANDUM AAA-YYY-000</b>  <i>e.g.</i> <b>DIVISION MEMORANDUM CID-2025-001</b>	AAA – functional division code OSDS - Office of the SDS CID – Curriculum Implementation Div. SGOD – School Governance and Operations Division YYYY – year released 000 – number series
Office Memorandum	Within SDO only	<b>OFFICE MEMORANDUM AAA-YYY-000</b>  <i>e.g.</i> <b>OFFICE MEMORANDUM CID-2025-001</b>	AAA – functional division code OSDS - Office of the SDS CID – Curriculum Implementation Div. SGOD – School Governance and Operations Division YYYY – year released 000 – number series
Division Memorandum	All schools within the Schools Division	<b>DIVISION MEMORANDUM No. 000 s. YYYY</b>  <i>e.g.</i> <b>DIVISION MEMORANDUM No. 001 s. 2025</b>	000 – number series YYYY – year released
School Memorandum	Within the school (may include stakeholders)	<b>SCHOOL MEMORANDUM No. 000 s. YYYY</b>  <i>e.g.</i> <b>DIVISION MEMORANDUM No. 001 s. 2025</b>	000 – number series YYYY – year released



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*Office of the Schools Division  
Superintendent*



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DD Mon YYYY

**OFFICE MEMORANDUM**

SGOD-2025- \_\_\_\_\_

**NOTICE OF MEETING**

**TO:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
This Division

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- 1.
- 2.
- 3.
- 4.

**JAY S. MONTEALTO, CESO VI**  
Assistant Schools Division Superintendent  
OIC-Schools Division Superintendent

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Republic of the Philippines

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SCHOOLS DIVISION OF DAPITAN CITY

MINUTES OF THE \_\_\_\_\_

Date \_\_\_\_\_  
Venue \_\_\_\_\_

**A. ATTENDANCE**

	NAME	POSITION	NAME	POSITION	NAME	POSITION
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

**B. MINUTES**

**I. Introduction/Preliminaries**

The meeting was called to order by \_\_\_\_\_, Presiding Officer, at \_\_\_\_\_, \_\_\_\_\_, Lead Secretariat. \_\_\_\_\_ personnel were present while \_\_\_\_\_ were absent. The Chair declared the presence of a quorum.



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II. **Review and Approval of the Previous Minutes**

The minutes of the meeting were read by \_\_\_\_\_ Mr. \_\_\_\_\_ moved for the approval of the minutes which was duly seconded by \_\_\_\_\_

III. **Discussion Proper**

AGENDA	DISCUSSION	AGREEMENTS



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**IV. Other Matters**

**C. CLOSING**

The meeting was adjourned at \_\_\_\_\_.

Prepared by:

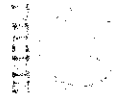
Recommending Approval:

Lead Secretariat \_\_\_\_\_

**AURELIO A. SANTISAS, CESE**  
 Assistant Schools Division Superintendent

Approved:

**JAY S. MONTEALTO, CESO VI**  
 OIC, Schools Division Superintendent



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