



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

Office of the Schools Division Superintendent

November 26, 2025

**DIVISION MEMORANDUM**

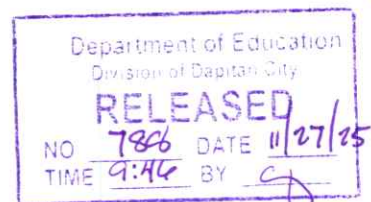
OSDS-2025- 786

**SUBMISSION OF AUTHORIZATION FOR CLAIMING  
DOCUMENTS FROM THE RECORDS SECTION**

To: Assistant Schools Division Superintendent  
Chief, Curriculum Implementation Division  
Chief, School Governance and Operations Division  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary and Secondary School Heads/Principals/TIC  
OSDS Section Heads  
All Others Concerned

1. To provide a smooth flow of business transactions in the Schools Division Office (SDO) and to establish a sustained mechanism for monitoring of the documents being released by the Records Section, all schools are directed to submit the attached Authorization Form with signatures of all teaching and non-teaching personnel together with their respective school IDs with 3 signatures to the SDO Records Section.
2. The Records Section shall not release any document without the duly accomplished Authorization Form to protect the integrity of official records and to maintain proper documentation of transactions.
4. For guidance and compliance.

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



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School header

## AUTHORIZATION

This is to authorize \_\_\_\_\_, \_\_\_\_\_  
(Name of Liason or head) (designation)  
of \_\_\_\_\_, \_\_\_\_\_ to get our copy/ies of  
(name of school) (district)

NOSA/NOSI/Form6 and other documents from Deped, Dapitan City Division for CY 2025 TO  
CY 2026.

Issued this \_\_\_\_ day of \_\_\_\_\_, 2025 at Dapitan City.

NAME OF PERSONNEL

SIGNATURE

1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_