



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

Office of the Schools Division Superintendent

March 5, 2025

DIVISION MEMORANDUM

No. 170, s. 2025

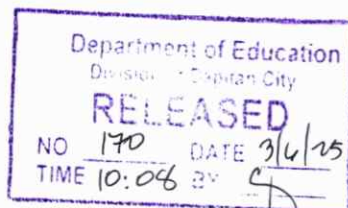
HANDLING OF OUTGOING MAIL AND COMMUNICATION

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
OSDS Section Heads
All Others Concerned

- In pursuant to Section 3 of Chapter II of DepEd Records Management Operations Manual, outgoing communications shall be prepared in three (3) copies and shall bear the code name of the sender or source of communication for easy identification of the person or official, division, section and unit accountable and responsible for the preparation of the subject communication. The Distribution shall be as follows:
 - original copy signed by the head of the agency - for the addressee
 - duplicate copy, signed and with initials - for records file
 - triplicate copy with initials - action office file
- The action unit shall reproduce the necessary enclosures of the mail or communication before these are forwarded to the Records Office for release.
- All outgoing communications received by the Records Office will be mailed or delivered every Wednesday and Friday, except for urgent communications. Documents for the Office of the Ombudsman will be sent every Wednesday. Please attach a note if your communication is URGENT. All communications for mailing and messenger services received by the Records Office after 1:00 pm shall be mailed or delivered the following day except for urgent communication or mail.
- For guidance and compliance.

AURELIO A. SANTISAS, CESE

Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



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