



Republic of the Philippines
 Department of Education
 Region V (Bicol)
DIVISION OF CATANDUANES
 Virac, Catanduanes



RELEASED

MEMORANDUM TO:

Chief ES- CID and SGOD
 Section/Unit Heads
 All Others Concerned

DepEd. Division of Catanduanes
 RECORDS SECTION
 Date NOV 27 2019
 Time: 11:12 AM
 Signature:

From : **DANILO E. DESPA**
 Schools Division Superintendent

Subject: **Coding of Division Memo, Unnumbered Memo, Office Memo, Advisory, Indorsement, Division Bulletin, Letter, Project Proposal and Special Order**

Date : November 25, 2019

1. This is to inform the functional Divisions of the following Coding in making Division Memorandum, Unnumbered Memo, Office Memo, Advisory, Indorsement, Special Order, Bulletin, Certificate, Letter and Project Proposal, to wit:

DIVISION MEMORANDUM

- OSDS-ASDS-DM-(no. series) - if the memo originated from the office of ASDS
- OSDS- CID-DM-_____ - if the memo originated from CID Office
- OSDS-SGOD-DM-_____ - if the memo originated from SGOD Office
- OSDS-Ad- DM-_____ - if the memo originated from Admin. Office
- OSDS-Fin-DM-_____ - if the memo originated from Accounting and Budget Office
- OSDS-Per-DM-_____ - if the memo originated from Personnel Section
- OSDS-ICT-DM-_____ - if the memo originated from ICT Office

UNNUMBERED MEMORANDUM

- CID-UM-12-02-19/rgp-initial of the person incharge of the memo (Rommel G. Petajen)
- SGOD-UM-12-02-19/initial
- ASDS-UM-12-02-19/initial

OFFICE MEMORANDUM

- CID-OM-12-02-19/initial of the person incharge of the memo
- SGOD-OM-12-02-19/initial
- ASDS-OM-12-02-19/initial

ADVISORY

- OSDS-CID-AD-001 (with number series)
- OSDS-SGOD-AD-002
- OSDS-ASDS-AD-003

INDORSEMENT

- OSDS-IN-001-12-02-19 (with number series)

BULLETIN

- OSDS-CID-BU-001 (with number series)
- OSDS-SGOD-BU-002
- OSDS-BAC-BU-003

SPECIAL ORDER

- OSDS-CID-SO-001 (number series)
- OSDS-SGOD-SO-002
- OSDS-ASDS-SO-003

CERTIFICATE

CID-CERT-12-02-19

SGOD-CERT-12-02-19

No. of Hours _____

LETTER

SGOD-LE-12-02-19/initial of the owner

CID-LE-12-02-19/initial

ASDS-LE-12-02-19/initial

PROJECT PROPOSAL

CID-PP-12-02-19/initial of the proponent

SGOD-PP-12-02-19/initial of the proponent

OSDS-PP-12-02-19-initial of the proponent

2. This new coding scheme shall take effect on **December 2, 2019**.

3. For reference, consider the following legend:

DM- Division Memorandum

UM- Unnumbered Memorandum

OM- Office Memorandum

AD- Advisory

IN- Indorsement

BU- Bulletin

SO- Special Order

CERT- Certification

LE- Letter

PP- Project Proposal

4. For information and compliance.