



Republic of the Philippines
Department of Education
REGION V - BICOL



Office of the Regional Director

June 15, 2023

REGIONAL MEMORANDUM
No. 154 s. 2023

REITERATION ON THE CORRECTION OF NONCONFORMING DOCUMENTS AND OUTPUTS

To : Schools Division Superintendents
RO V Chiefs of Functional and Support Divisions
ROV Heads of Sections and Units
Public School Principals (Elementary & Secondary)
Private School Principals/Administrators

1. In view of the DepEd ROV's aspiration for quality and efficient service to clients as espoused by its Quality Management System, this Office reiterates the process of correction of documents and nonconforming outputs issued to the field.
2. Documents or office outputs, such as, but not limited to memoranda, certificates, guidelines, endorsements, government permit/recognition, special order, etc., which have been found to have errors in content and/or form are due for correction by the issuing office.
3. Public and private schools, and other DepEd operating units with request for correction shall communicate in writing through the concerned SDO. The documents shall be forwarded to RO in whatever means convenient to the SDO, either to personally bring the documents to this Office, or to utilize any available online platform for submission (i.e., email, FB messenger, link, etc.).
4. Attached to the request for rectification are the pertinent documentary requirements and the original documents due for adjustment, correction, or revision. All original copies released to the field shall be personally turned over to the issuing office or shall be sent through a courier for recording purposes.
5. Concerned RO offices/personnel shall turn-over the original documents to the Records Section that is authorized to render the proper disposal.
6. This Memorandum shall take effect immediately upon issuance.

QAD/mpp
06/15/2023


GILBERT T. SADSAD
Regional Director




Regional Center Site, Rawls, Legazpi City 4500

MAATAPAC

June 22, 2023

To: **Assistant Schools Division Superintendent
CID/SGOD Chief
Public Schools District Supervisor and In-Charge of the Districts
Elementary and Secondary School Heads
Private School Principals/Administrators , and
All Other Concerned**

For information and guidance,


SOCORRO V. DELA ROSA
Schools Division Superintendent

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