



November 08, 2017

DIVISION MEMORANDUM
NO. 330s., 2017

RELEASING OF DOCUMENTS AT RECORDS UNIT

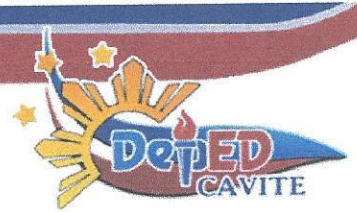
TO: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Division Unit Heads and Section Heads
Division Personnel
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Concerned

1. In line with the Division's drive for continuous improvement stipulated in the Records Management Manual (DOC-REC-PR-001), please be informed that the Division will implement a mechanism in releasing documents, which would aid in the timely release of all approved correspondences/communications and to traceability of such documents.
2. There should have an authorized representative, preferably non-teaching personnel from each district office (for elementary schools) or schools (for secondary schools) who shall pick-up documents from the Records Unit on a weekly basis. These authorized representatives shall regularly check their respective drawers (marked FR-01, FR-02, FR-03, FR-04, FR-05) and have the documents released at the Releasing Section. They may seek the assistance of the Records Unit personnel in case there are documents that could not be found in their drawers (e.g., indorsements, special orders, memoranda, travel orders, certifications, training proposals, etc.).
3. For ease of traceability of the released documents, the authorized representatives shall fill-out the form DOC-REC-FR-008 (Enclosure #1 - Released Documents) in duplicate copies (1 each for the authorized representative and Records Unit personnel), and secure "RELEASED" mark on it.
4. For the other external clients (i.e., offices who are not covered by the Division), their representatives shall fill-out form DOC-REC-FR-009 (Enclosure #2 - Contact Details for Non-DepEd Cavite Province Offices/Institutions/Schools), so that they could be reached immediately once their requests/transactions are approved/finished and are ready for pick-up.
5. This Memorandum shall take effect on **November 20, 2017**. The district supervisors and school heads shall ensure strict compliance to this Memorandum.
6. Moreover, widespread dissemination of this Memorandum is highly desired.

ELIAS A. ALICAYA, JR. Ed.D.
OIC Assistant Schools Division Superintendent
CHERRYLOU D. DE MESA
OIC, Schools Division Superintendent



Republic of the Philippines
Department of Education
 Region IV-A (CALABARZON)
 Division of Cavite
 Trece Martires City, Cavite

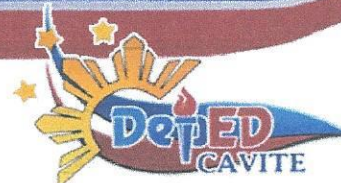


Enclosure #1 – Released Documents

<div style="text-align: center;"> Republic of the Philippines Department of Education Region IV-A (CALABARZON) Division of Cavite Trece Martires City, Cavite </div>			
RELEASED DOCUMENT			
DISTRICT/SCHOOL: _____			
NAME OF AUTHORIZED REPRESENTATIVE: _____			
No.	Transaction No.	Subject/Details	Remarks
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
Released by: _____		Received by: _____	
Records Unit Personnel		Authorized Representative	
<i>*Please accomplish this form in two copies (one for district/school and one for Records Unit).</i>			
DOC-REC-FR-008		REV-00	



Republic of the Philippines
Department of Education
Region IV-A (CALABARZON)
Division of Cavite
Trece Martires City, Cavite



Enclosure #2 – Contact Details for Non-DepEd Cavite Province Offices/Institutions/Schools)

Department of Education Region IV-A (CALABARZON) Division of Cavite Trece Martires City, Cavite	
CONTACT DETAILS (FOR NON-DEPED CAVITE PROVINCE OFFICE S/IN STITUTION S/SCHOOLS)	
OFFICE/DISTRICT/SCHOOL:	_____
CONTACT PERSON:	_____
CONTACT NUMBERS:	
Landline:	_____
Mobile:	_____
EMAIL ADDRESS:	_____
Received by:	_____
	Records Unit Personnel
DOC-REC-FR-009	REV-00