



June 6, 2018


DIVISION MEMORANDUM

No. 164, s. 2018

UPDATES ON OFFICIAL COMMUNICATION TEMPLATE

TO: Assistant Schools Division Superintendent
OIC, Office of the ASDS
Chiefs, CID/SGOD
Education Program Supervisors
Public Schools District Supervisors
Elementary/ Secondary School Heads
Division Office Personnel
All Concerned

1. In line with the ISO 9001:2015 Quality Management System implementation of the division, continuous improvement and updating of standards and processes are being observed.
2. To provide a system in the management, control of documents and to ensure effective operation of all our processes, **Schools Division Office** shall use the new Deped Cavite official letterhead and official certificate template (please see attached file) effective Monday, June 11, 2018
 - a. All coded forms with the reference code and revision number as footers.
 - b. All Communications (Memo, letters, Notices) with Deped Cavite contact footer.
 - c. All reports. Letterhead shall appear in all pages.
 - d. All certificates with list of municipalities as footer.
2. In addition, in view of Superintendent's matrimony, this office announces the change of status from Cherrylou D. De Mesa to Cherrylou D. Repia.
3. Immediate and widest dissemination of this Memorandum is earnestly desired.


CHERRYLOU D. REPIA
Schools Division Superintendent