

Republic of the Philippines

Department of Education

Region IV-A (CALABARZON)

Division of Cavite

Trece Martires City, Cavite



Certificate Number: AJA17-0083



June 20, 2018

C-11437  
6/20/2018  
11:12 AM

**DIVISION MEMORANDUM**

No. 164, s. 2018

**CORRIGENDUM/ ADDENDUM TO DIVISION MEMORANDUM NO. 164  
ENTITLED: 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

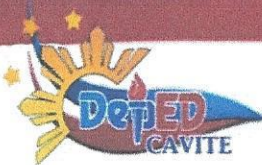
1. In line with the ISO 9001:2015 Quality Management System implementation of the Division, continuous improvement and updating of standards and processes are being observed.

2. To provide a system in the management, control of documents and to ensure effective operation of all our processes, the **Schools Division Office** shall use the new Deped Cavite official letterhead and official certificate template (please see attached file) effective Monday, June 11, 2018, on the following:

- 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.

2. In addition, in view of the Superintendent's matrimony, this office announces the change of name from Cherrylou D. De Mesa to Cherrylou D. Repia.

- a. However specific document listed below will still use Cherrylou D. De Mesa as signatory until further notice:
  - Appointment
  - Request for Publication of Vacant Positions
  - Equivalent Record Form Document
  - Plantilla Allocation List (PAL) Documents



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Certificate Number: AJA17-0083

- Certificate of Erasure Alteration
- Certificate of Assumption to Duty (Appointee under SDO-for Division based personnel only)
- Certification of Provisional SHS Teacher
- Acceptance of Resignation
- Certification of Absence of Qualified Eligible
- Report on DIBAR
- Plantilla of Casual Appointment
- Position Description Form (appointee under Office of the Schools Division Superintendent-Non-Teaching)
- Division Clearance
- Special Order for Change of Status
- Special Order for Separation (Transferred to other Division or Agency)
- Notice of Step Increment (NOSI)
- Notice of Salary Adjustment (NOSA)
- Form 6 (Travel Abroad)
- Terminal Leave Documents
- Retirement Document
- All documents for notary

3. Immediate and widest dissemination of this Memorandum is earnestly desired.

by: ELIAS A. ALICAYA, JR. Ed.D.

OIC-Assistant Schools Division Superintendent

for **CHERRYLOU D. REPIA**  
Schools Division Superintendent