



February 27, 2020

DIVISION MEMORANDUM

NO. 091, s. 2020

**IMPLEMENTATION OF THE NEW LABELLED STAMP FOR THE
PHOTOCOPY OF DOCUMENTS PERTAINING TO
APPOINTMENT PAPERS**

TO: Assistant Schools Division Superintendent
OIC, Office of the Assistant Schools Division Superintendent
Chief, Curriculum and Implementation Division
Chief, School Governance and Operations Division
Public Schools District Supervisors
Elementary and Secondary School Heads
All Other Concerned

1. In compliance to the recent updates from the Civil Service Commission Cavite Field Office- Trece Martires City Cavite, please be informed that all photocopied documents for appointment shall be stamped/labelled as "Original Copy Presented" duly signed by the School Heads/ Public Schools District Supervisors.
2. Documents with stamped "Certified True Copy" shall not be accepted starting **February 28, 2020.**
3. Immediate dissemination to the content of this Memorandum is hereby directed.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent