



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2025-0162

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Public Schools District Supervisor
All Teaching and Non-Teaching Personnel
~~All School Heads of Elementary, Secondary and Integrated Schools~~
All Others Concerned

Subject: **GUIDELINES FOR PROPER DOCUMENTATION AND INFORMATION HANDLING**

Date: October 3, 2025

To ensure accuracy, consistency, and professionalism in all official documents transmitted within and outside the Division Office, all concerned are hereby directed to adhere to the following **Guidelines for Proper Documentation and Information Handling**. ~~These apply to, but are not limited to, memos, letters, reports, forms, requests,~~ and other official communications that is to be submitted to the Division Records Section.

1. General Guidelines for Documentation

- a) All documents must follow prescribed DepEd and Division Office formats. Use the latest templates for memoranda, letters, and reports.
- b) ~~Ensure all names, dates, designations, school names, and other details are accurate and up to date. Double-check data before submission. Include all necessary information such as subject lines, reference numbers (e.g., DTS, school codes), enclosures, and contact details.~~
- c) Documents must be written in full, clear, concise, and professional language. Avoid the use of slang, jargon, or overly casual tone and especially acronyms (e.g. for acronyms, NCIS - New Casay IS). Further, if not a Division Office personnel, avoid putting only the "DepEd" in the document (e.g., Application for Leave, etc.) without writing the school you are assigned to.
- d) ~~Typed documents are much preferred. If handwritten, they must be neat, clear and readable. Strictly avoid erasures, stains, or folded/crumpled pages.~~
- e) For any documents that is to be resubmitted, they must be transacted at the Records Office first for the updating of the DTS, any resubmitted documents that is not transacted at the Records Section may be processed with delays. Further, the previous DTS number will what we'll used throughout, avoid encoding and making another batch number.



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2. Common Errors to Avoid

- Misspelled names or incorrect titles
- Missing signatures and countersigns or unsigned letters
- Incomplete attachments, late attachments
- Using outdated formats or logos (header and footer)
- Addressing the wrong office or recipient

3. Document Submission and Routing

- a) Attach an accomplished routing slip to all internal documents requiring action or signature. Clearly indicate the origin, purpose, and intended recipients. Make sure the attached sticky note, slip, or any other *note* is stapled to the document to avoid any delays. For sticky notes, the note must also be dated.
- b) Documents must bear the signature of the authorized or designated personnel (e.g., school head, district supervisor). Do not sign on behalf of others unless duly authorized in writing.
- c) Do not insist on priority handling without clearance. All transactions are processed based on standard timelines unless written approval is given by the SDS or authorized official. Indicate "For Immediate Action" only if truly urgent and attach justification or endorsement.
- d) For transmittals, provide the appropriate number of copies as required (e.g., for Records Section, receiving office, and file copy).
- e) Any documents must be encoded in the DTS and make sure the documents are routed to the proper office/recipients. Avoid bypassing office protocols. Documents must pass through the proper chain of command (e.g., school to district, district to division).
- f) Documents which will be submitted in pairs especially with attachments, must be stapled together. Documents which are submitted in large quantities must be clipped by binder clips and if an envelope is available, kindly use so. Avoid using only paper clips to any of the documents to bind.
- g) Documents and letters, transmitted and received by the Records beyond 4:00PM, will be processed on the following day as to cater the documents and letters earlier.



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These guidelines aim to strengthen the Division's commitment to integrity, transparency, and service efficiency in line with DepEd protocols and the Data Privacy Act of 2012 (RA 10173).

Please be reminded that non-compliance with these guidelines may lead to the return of documents for correction, process delays or, in some cases, non-action if the error affects the processing or approval.

~~Strict adherence is expected from all concerned.~~


REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent

