



Republic of the Philippines
Department of Education
 Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

DIVISION MEMORANDUM
 No. 160, s. 2025

To: Public Schools District Supervisors
 Public Elementary & Secondary School Heads
 Division Unit/Section Heads
 All Others Concerned
 This Division

DEPED-DIVISION OF SURIGAO DEL SUR
RELEASED
 DATE: 4/8/25
 TIME: 9:29 am
 SIGNATURE:

OFFICIAL TEMPLATES FOR DIVISION MEMORANDUM, OFFICE MEMORANDUM,
 DIVISION ADVISORY, TRAVEL AUTHORITY AND OTHER RELEVANT
 TEMPLATES/FORMS

1. In line with the implementation of the National Quality Management System (NQMS), all concerned personnel are hereby informed of the approved official templates for Division Memorandum, Office Memorandum, Division Advisory, Travel Authority, and Other Relevant Templates/Forms. These templates are accessible and downloadable through the **Division EHRIS account** under the **NQMS Documents module**.
2. Furthermore, all documents, forms, and templates must strictly comply with the designated signatories, as stipulated in DepEd Order No. 1, s. 2023.
3. Effective **April 15 2025**, all personnel are strictly required to use the official templates for all relevant/official documents.
4. This initiative is part of the Schools Division Office's effort to ensure the strict implementation of the National Quality Management System (NQMS).
5. Please be informed that documents submitted using incorrect or outdated templates will not be accepted or recorded by the Records Section.
6. Compliance with this directive is mandatory.

LORENZO O. MACASOCOL, PhD., CESO V
 Schools Division Superintendent

Encl.: None
 Reference: D.O No. 30, s. 2019, DM No. 14, s. 2022, D.O No. 1, s. 2023
 To be indicated in the Perpetual Index
 Under the following subjects: POLICY TRAVEL AUTHORITY

OSDS/jdp
 03/24/2025



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Doc. Ref. Code	SDO-OSDS-F001	Rev	00
Effectivity	02.3.2025	Page	1 of 1