



Republic of the Philippines
Department of Education
DIVISION OF SOUTH COTABATO

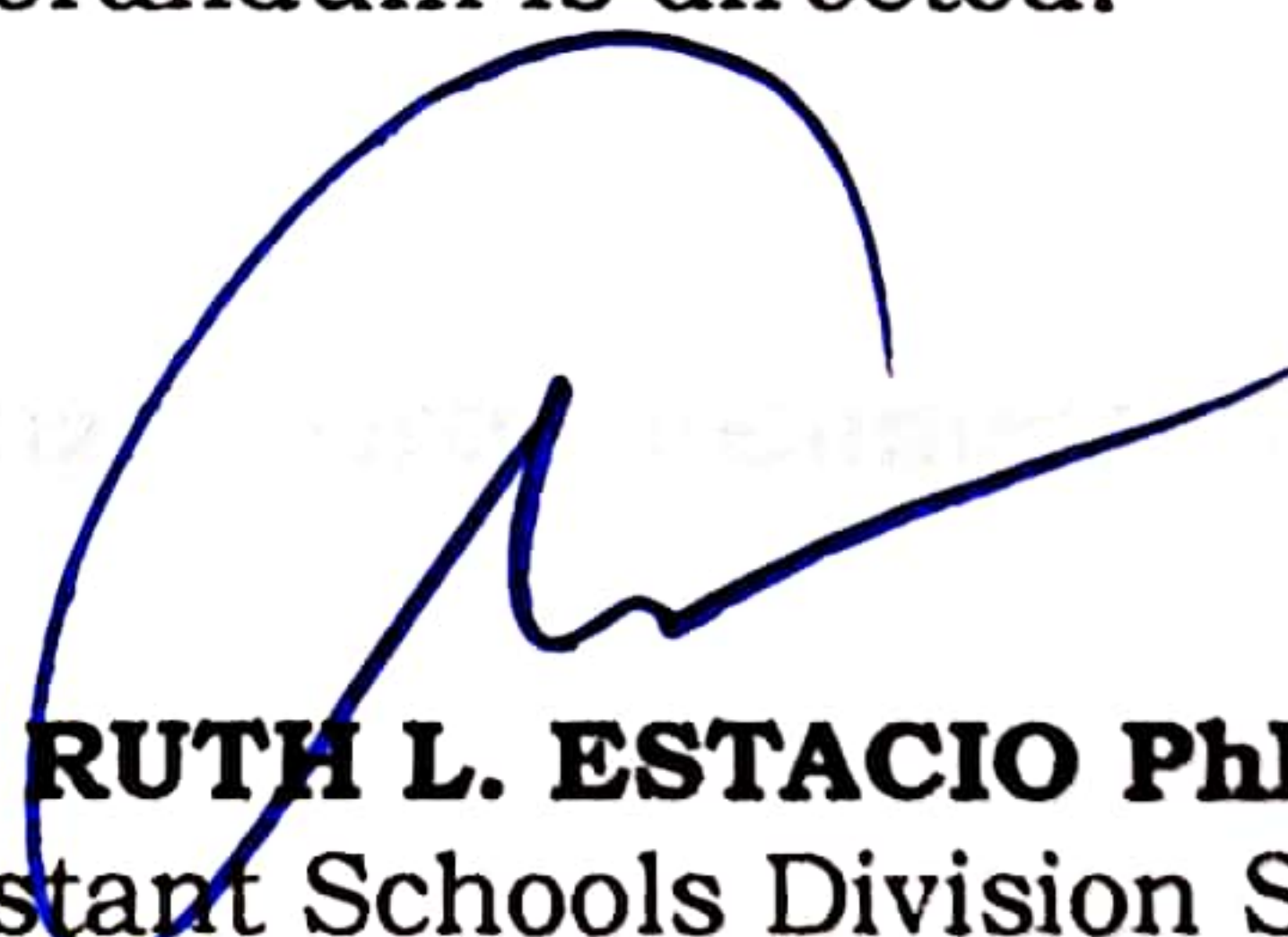
DIVISION MEMORANDUM
OSDS No. 012, s. 2020

JAN 23 2020

USE OF OFFICIAL TRANSMITTAL TEMPLATE

To: Public Schools District Supervisors/Principals In-Charge
Public Elementary and Secondary School Heads
All Others Concerned

1. In line with the standardization of documented information, this Office informs all field personnel on the use of Official Transmittal Template effective January 27, 2020. (Please see Enclosure No. 1.)
2. Anent this, all personnel concerned are required to prepare 3 copies of transmittal per office transaction before submitting the documents to the Records Section. **No Transmittal, No Transaction Policy** shall be strictly observed.
3. All personnel are also required to fill-out the required fields and shall use blue-inked pen in affixing signature. (Please see Enclosure No. 2 for the sample of filled-out template.)
4. Immediate dissemination of this memorandum is directed.


RUTH L. ESTACIO PhD, CESO VI
Assistant Schools Division Superintendent,
Officer In-Charge
Office of the Schools Division Superintendent

Encl: As stated
Reference: None


METF/NM-use of official transmittal template
/January 23, 2020


SDOSC-OSDS-DIO-NM-v1.0r0.0, effective 09/24/2019



Alunan Avenue, Koronadal City, South Cotabato 9506

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 083-228-3801

 www.depedsouthcotabato.org



Republic of the Philippines
Department of Education
DIVISION OF SOUTH COTABATO

Office Name / School Name

Functional Division / School ID

Municipality / District

TRANSMITTAL

Date

RUTH L. ESTACIO PhD, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent
DepEd Division of South Cotabato
Alunan Avenue, City of Koronadal

Attention: _____
Name of Head of Office

Position / Designation

Section Name

Sir:

I have the honor to submit the following reports/documents to wit:

- 1.
- 2.
- 3.
- 4.

Please acknowledge receipt thereof.

Very truly yours,

Name

Position / Designation

SDOSC-OSDS-REC-TI-v1.0r0.0, effective 09/04/2019





Republic of the Philippines
Department of Education
DIVISION OF SOUTH COTABATO

Juan Dela Cruz ES
Office Name / School Name

123456
Functional Division / School ID

Banga North District
Municipality / District

TRANSMITTAL

January 23, 2019
Date

RUTH L. ESTACIO PhD, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent
DepEd Division of South Cotabato
Alunan Avenue, City of Koronadal

Attention: **Andres B. Magalona**
Name of Head of Office

AO IV - Personnel
Position / Designation

Personnel Section
Section Name

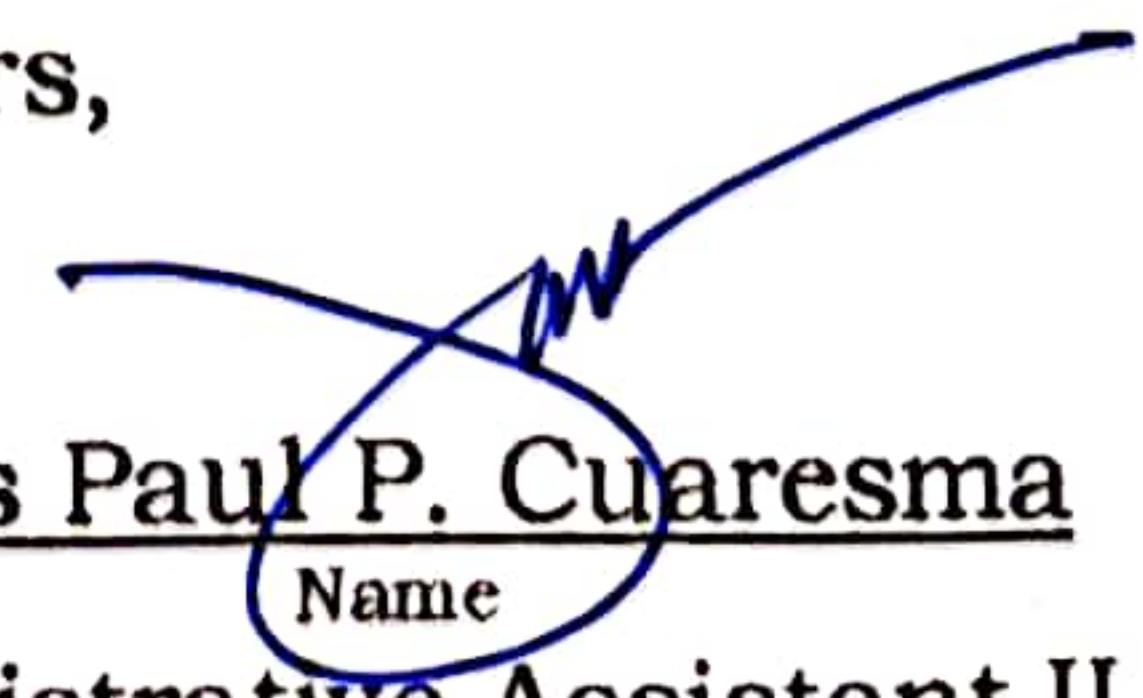
Sir:

I have the honor to submit the following reports/documents to wit:

1. Form 6 (Leave Form) – John Clyde D. Vera / January 6 - 8, 2020
2. DTR for the month of December 2019
- 3.
- 4.

Please acknowledge receipt thereof.

Very truly yours,


James Paul P. Cuaresma
Name
Administrative Assistant II
Position / Designation

SDOSC-OSDS-REC-TI-v1.0r0.0, effective 09/04/2019

