



Republic of the Philippines  
 DEPARTMENT OF EDUCATION  
 CORDILLERA ADMINISTRATIVE REGION  
 DIVISION OF BAGUIO CITY

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JUL 24 2017 July 24, 2017

**RELEASED**

**DIVISION MEMORANDUM**

No. 188, s. 2017

**GUIDELINES IN SUBMISSION OF DOCUMENTS FOR APPROVAL**

TO: Schools Heads  
 Division Office Personnel  
 All Others Concerned

1. This Office issues the enclosed **Guidelines in Submitting Documents for Approval** to ensure that timeliness and standards in the submission of activity requests, endorsements, memoranda and other documents requiring decision or action is properly observed.
2. All previous policies which are inconsistent to this Division Memorandum are hereby repealed, rescinded, or modified accordingly.
3. This policy shall take effect immediately.
4. Immediate dissemination and strict compliance is directed.

**FEDERICO P. MARTIN, Ed.D, CESO VI**  
 Schools Division Superintendent

Encls: As stated

To be indicated in the perpetual index under the following subject

POLICY

Asds/ stf/ efs

**Contact Numbers (Area Code: 074):**

SDS Office 442-7819  
 Accounting Office 442-4326  
 Budget Office 442-4326  
 Front Desk Office 442-4326  
 Planning & Research 446-6738

Supply Office 442-4393  
 Alternative Learning System (ALS) 442-4393  
 FVR Gym 246-0163  
 Commission on Audit 424-1379

**Email Address:**

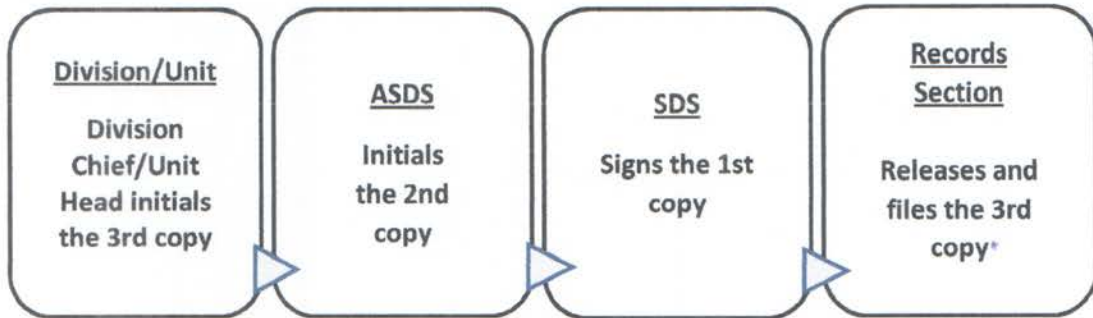
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 Planning & Research planresearchbaguio@gmail.com  
 LRMDS depedbaguio.lrms@gmail.com  
 www.facebook.com/lrms\_baguio  
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**Guidelines in Submitting Documents for Approval**

- I. **Outgoing letters, memoranda, indorsement and other documents**
  - 1.1 Letters, memoranda, indorsement and other documents that are sent out of the Division Office will follow the process flow as shown in the figure.

**Protocol for Signing Outgoing Documents**



- II. **Number of copies for letters, AR, Endorsement, Memorandum**
  - 2.1 All documents will be submitted in three (3) copies.
- III. **Endorsements/Division Memorandum and other documents**
  - 3.1 Endorsements shall be brief and contain two items: a) what is it all about and, b) what is the Division 's recommendation or action.
  - 3.2 These documents shall be reviewed thoroughly by the Chief/Unit Head for its content and grammar before submitting for approval.
- IV. **Submission of Activity Requests for Division Office Funding**
  - 4.1 An Activity Request (AR) is prepared and submitted one month prior to a training/seminar/event unless highly urgent, however a justification shall be attached.
  - 4.2 These activities will be coordinated with the Human Resource Development Section to ensure that training standards are adhered to strictly.
  - 4.3 The AR will be submitted to the Planning Office for checking on its alignment in the Division WFP before the Budget Officer signs it. The Planning Office will attach a checklist with the signature of the personnel in-charge.
  - 4.4 The format on the signatories for ARs will be strictly followed.

**Format on the Signatories for Activity Requests**

Prepared by:	<b>Reviewed:</b>  Chief/Unit Head
Allotment Available:  <b>BELEN R. TOMIN</b> Budget Officer	Recommending Approval:  <b>SORAYA T. FACULO</b> Officer-in-Charge Office of the Assistant Schools Division Superintendent
Approved:  <b>FEDERICO P. MARTIN, Ed.D., CESO VI</b> Schools Division Superintendent	