



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF BAGUIO CITY
82 Military Cut-Off, Baguio City
Tel. No.: (074) 442-7819/446-1488 Fax: (074) 442-7819



OFFICE MEMORANDUM

No. 013 , s. 2019

Revision of Office Records and Reports

To : **All SDO Personnel**

1. In line with the quality management system on the revision of records and reports such as but not limited to Office Performance Commitment Form (OPCRF), Individual Performance Commitment Form (IPCRF), Division and Functional Divisions Annual Implementation Plans, Division and Functional Divisions Work Financial Plan; and all records and reports which are subjected to revision after review or validation of the immediate supervisor or the top management, this Office requires all SDO Personnel to indicate revision/s for paper trailing purposes.
2. At the footer of the document, indicate the following data elements:

Revision No. _____	Date: _____
--------------------	-------------

3. Immediate and wide dissemination of this Memorandum to all concerned is required.

MARIE CAROLYN B. VERANO, CESO VI
Schools Division Superintendent