

#### Republic of the Philippines

### Department of Education

## CORDILLERA ADMINISTRATIVE REGION SCHOOLS DIVISION OF BAGUIO CITY

#### Office of the Superintendent

April 14, 2020

Division Memorandum No. 186, s. 2020

#### INTERNAL COMMUNICATION FLOW

TO: Division Chiefs
Unit/Section Heads
Public and Private Elementary and Secondary School Heads
ALS Coordinators
All Others Concerned

- 1. Due to the work from home arrangement of the Division during this period of Enhanced Community Quarantine, the office has come up with an internal communication flow to serve as guide in the dissemination of information received and published online.
- 2. The flowchart (copy attached) identifies the offices/personnel responsible for each process, and these procedures will be followed until the ECQ is lifted.
- 3. The Over-all Document Controller for the Quality Management System of the Office will ensure that a Corrective Action Report is issued.
- 4. Immediate and wide dissemination of this memorandum is directed.

MARIE CARÔLYN B. VERANO, CESO V

Schools Division Superintendent

/osds.admin-ictu



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# COMMUNICATION FLOW (Incoming documents- online)

**ICT** 

**RECORDS** 

SDS/SDS's Secretary

**Functional Division** 

Receive relevant documents through email and other online apps and forward to records receiving staff

Sort & record documents in the online tracking sheet and forward to SDS's secretary and to the functional division concerned for advance information Indicate appropriate action to be taken and route documents to concerned functional division Receive documents and indicate action taken in the online tracking sheet

Address: 82 Military Cutoff Road, Baguio City

Telephone: Office of the SDS: 442-7819 telefax; Front Desk: 442-4326; Planning Office: 446-6738; Supply Office: 442-4393; Administrative Services: 244-0978

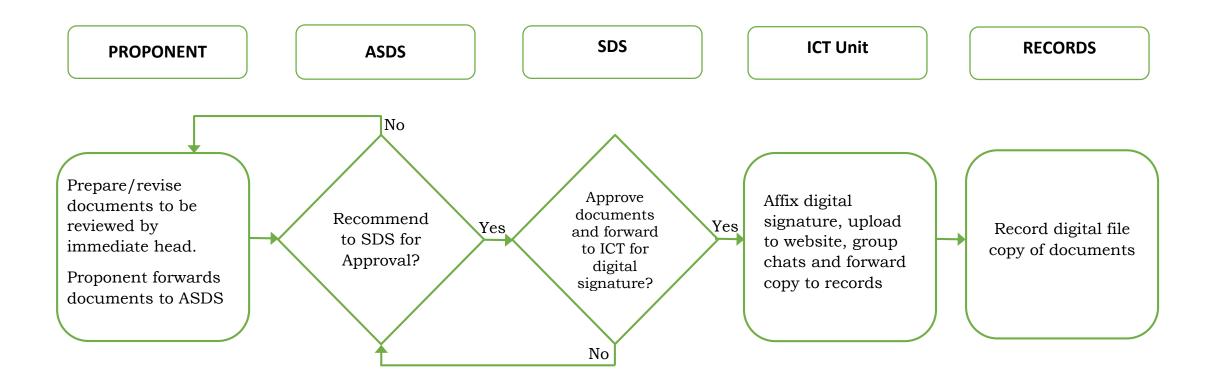
E-mail: depedbaguiocity@gmail.com
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