



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY

Office of the Superintendent
Division Memorandum No. 186, s. 2020

April 14, 2020

INTERNAL COMMUNICATION FLOW

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

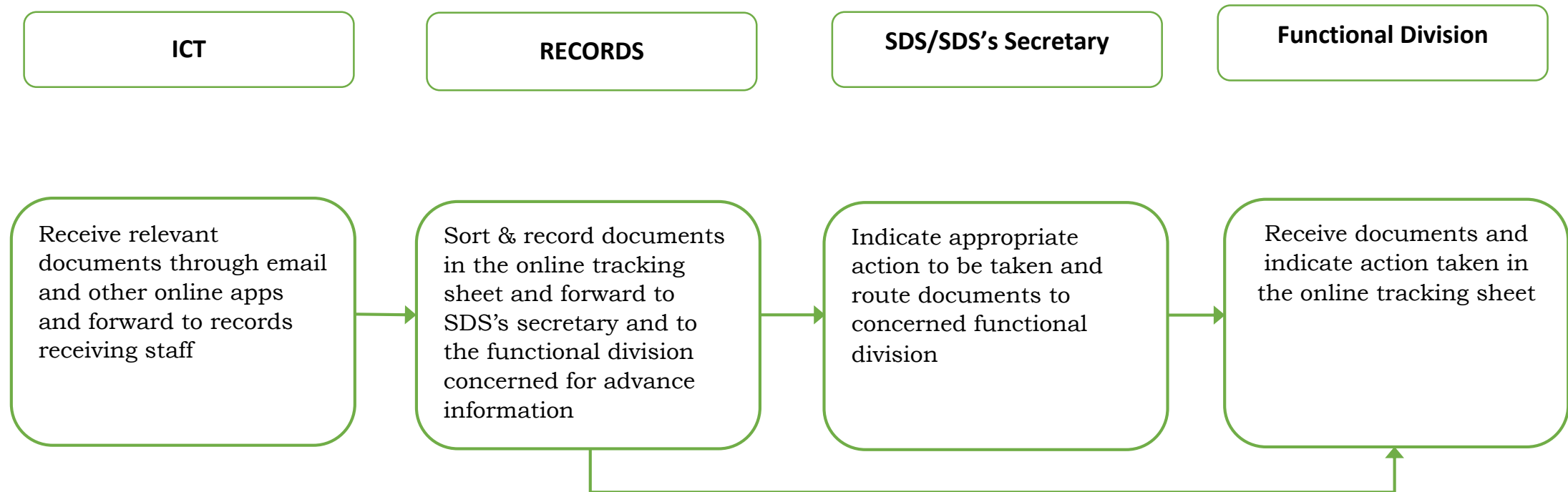
1. Due to the work from home arrangement of the Division during this period of Enhanced Community Quarantine, the office has come up with an internal communication flow to serve as guide in the dissemination of information received and published online.
2. The flowchart (copy attached) identifies the 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 CAROLYN B. VERANO, CESO V
Schools Division Superintendent



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Department of Education
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SCHOOLS DIVISION OF BAGUIO CITY

COMMUNICATION FLOW
(Incoming documents- online)



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

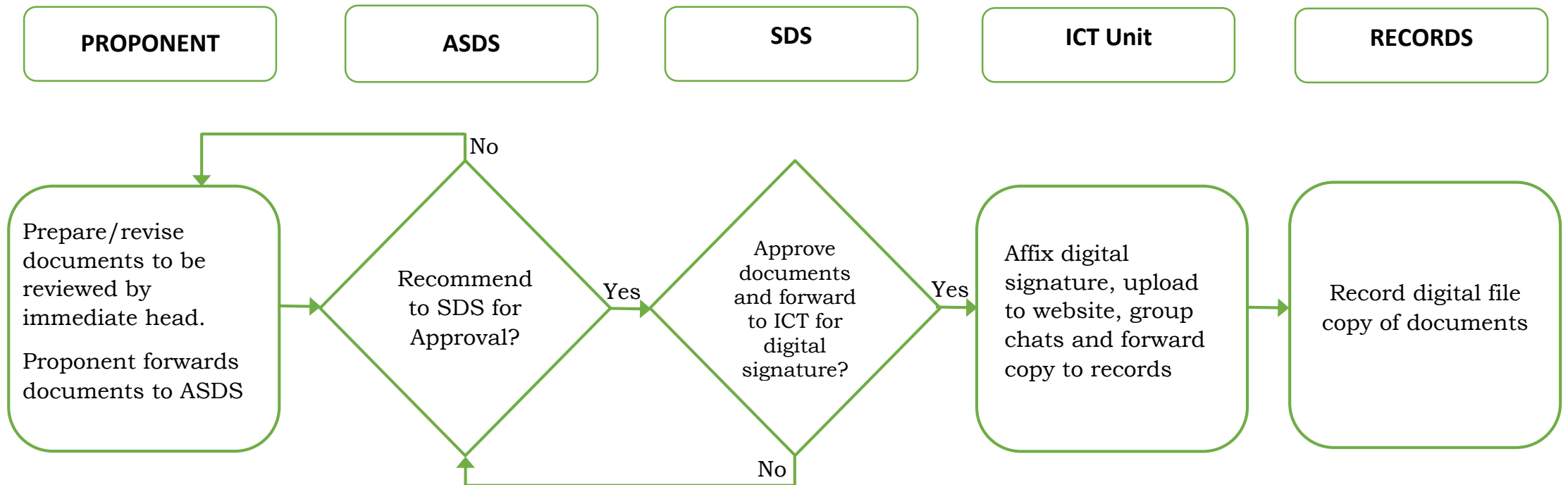
E-mail: depedbaguiocity@gmail.com

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