



Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION  
SCHOOLS DIVISION OF SARANGANI

31 Jan 2024

**DIVISION MEMORANDUM**

No. **031**, s. 2024

FLOW OF INCOMING AND OUTGOING DOCUMENTS  
IN THE SCHOOLS DIVISION OFFICE

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
SDO Section/Unit Heads and Staff  
Public Elementary and Secondary Schoolheads  
All Others Concerned

1. To improve the security of incoming and outgoing documents in the Schools Division Office and to comply with the National Quality Management System of the Department of Education, the Records Unit will strictly implement the following:
  - a. All documents coming in the Schools Division Office shall pass through the Records Unit for receiving and logging into the Records Information Tracking System before the same shall be forwarded to the concerned office.
  - b. Likewise, all documents going out of the Schools Division Office shall pass through the Records Unit for releasing and logging out from the Records Information Tracking System and pigeonhole logbooks.
  - c. All documents should be properly fastened or stapled to a folder.
2. For inquiries, contact Ms. Mary Ann P. Eugenio at [maryann.eugenio001@deped.gov.ph](mailto:maryann.eugenio001@deped.gov.ph) or [records.sarangani@deped.gov.ph](mailto:records.sarangani@deped.gov.ph).
3. For the information, guidance, and compliance of all concerned.

  
**RUTH L. ESTACIO PhD, CESO V**  
Schools Division Superintendent

Encl.: N o n e

Reference: N o n e

To be indicated in the Perpetual Index  
under the following subjects:

PROCEDURES

MAPE/OSDS-RU/DM – flow of incoming and outgoing documents in the schools division office  
0157/January 31, 2024