



Republic of the Philippines
DepED
DEPARTMENT OF EDUCATION
Region I
DIVISION OF PANGASINAN II
Binalonan, Pangasinan



Division Memorandum
No. : 381, s. 2018

To : Public Schools District Supervisors
Public Elementary and Secondary School Heads

From : **ATTY. DONATO D. BALDERAS JR**
Schools Division Superintendent

Subject : Receiving of Documents


Date : September 20, 2018

PARTICULARS

In order to provide better services, this is to inform you that receiving of documents whose signatories are those who are in the New Division Office building will be received by MR. CHRISTOPHER D. DE DIOS, SHS-ADAS II, who will be posted in the said building. Likewise, documents with signatories who are still in the Old Division Office building must be accommodated and/or submitted to the Records' Unit in the old building. In addition, documents to be submitted to the ADAS Annex must be proceeded directly to the said office and no longer be required to be received by the Records' Unit.

However, all documents to be released will still be claimed directly from the Records Unit which is still situated in the Old Division Office Building through the pigeon holes.

For your cooperation and guidance.


ATTY. DONATO D. BALDERAS JR.
Schools Division Superintendent