



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**  
Banica, Roxas City

---

July 28, 2023


**DIVISION MEMORANDUM**

**No. 359, s. 2023**

**RECEIVING AND RELEASING OF DOCUMENTS**

To: OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Program Supervisors, SGOD & CID  
Public Schools District Supervisors  
Heads of Public Elementary, Secondary and Integrated Schools  
All Others Concerned

1. Attached is **Regional Memorandum No. 553, s. 2023** titled **“Receiving and Releasing of Documents”**.
2. Immediate dissemination of and compliance with this Memorandum are desired.

  
**MIGUEL MAC D. APOSIN EdD, CESO V**  
Schools Division Superintendent

Enclosure: As stated

Reference: As stated

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

RECORDS

COMMUNICATION



Address: Banica, Roxas City  
Contact Number: (036) 651-8454  
Email Address: [capiz@deped.gov.ph](mailto:capiz@deped.gov.ph)  
Website: <http://depedcapiz.ph>

osds/admin



Republic of the Philippines  
**Department of Education**  
REGION VI-WESTERN VISAYAS

JUL 27 2023

REGIONAL MEMORANDUM

No. 553 s. 2023

**RECEIVING AND RELEASING OF DOCUMENTS**

**To: Schools Division Superintendents  
All Others Concerned**

1. To properly account and monitor all communications addressed to the Regional Office, it is hereby required that all communications regardless of their nature and purpose, including the requests for clearances shall be addressed to the Office of the Regional Director.
2. Thereupon, the same must be properly stamped "received" by the Records Section of Administrative Division.
3. In no case, shall communication be received and released by the Functional Divisions at the Regional Office without proper tracking reference from the Records Section.
4. Documents without proper documentation by the Records Section shall be considered unofficial and void.
5. Immediate dissemination of and compliance with this Memorandum are desired.

  
**RAMIR B. UYRICO EdD, CESO III**  
Regional Director

Encl.: None

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

Records      Communication



Address: Duran Street, Iloilo City, 5000  
Telephone Nos: (033)509-7653; (033)336-2816  
Email Address: [region6@deped.gov.ph](mailto:region6@deped.gov.ph)  
Website: [region6.deped.gov.ph](http://region6.deped.gov.ph)