



Republic of the Philippines

Department of Education

REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

DepEd - Division of Batangas
RECEIVED
RECORDS UNIT
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17 February 2022

DIVISION MEMORANDUM

No. 059, s. 2022

REITERATION OF DM NO. 151, S.2021 – RETRIEVAL OF PRIVATE SCHOOLS' DOCUMENTS IN THE SCHOOLS DIVISION OFFICE – RECORDS UNIT

TO : Private School Heads
Public Schools District Supervisors
District Records Custodian/Liaison Officers
All Others Concerned

1. This office reiterates the issued Division Memorandum No. 151, s. 2021 Re: Retrieval of Private Schools' Documents in the Schools Division Office – Records Unit. This issuance shall cover all the documents of Private Schools which are available for release in the SDO Records Unit.
2. Retrieval of all Private Schools' documents must be administered by the office of the Public Schools District Supervisor and the District Liaison Officers in observance with the safety health protocols, proper document handling and systematized releasing of documents.
3. Proper coordination of the District Offices and Private Schools must be implemented in order to expedite the transaction.
4. For your queries, you may email us at sdobatangas.records@deped.gov.ph.
5. Immediate dissemination of this memorandum is required.

MERTHEL M. EVARDOME, CESO V
Schools Division Superintendent

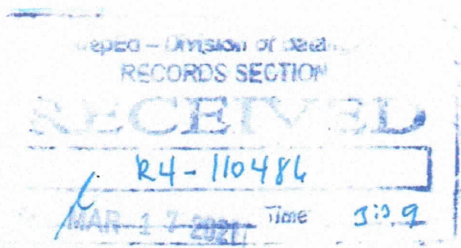
DEPEDBATS-ODS-F-009/R1/11-22-2021



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SCHOOLS DIVISION OF BATANGAS



17 March 2021

DIVISION MEMORANDUM

No. 151, s. 2021

**RETRIEVAL OF PRIVATE SCHOOLS' DOCUMENTS IN THE SCHOOLS
DIVISION OFFICE - RECORDS UNIT**

TO : Public Schools District Supervisors
All Others Concerned

1. In view of the unclaimed documents of Private Schools in the Schools Division Office – Records Unit and taking into consideration the existing state of public health emergency, this office would like to relay the retrieval of all the documents to the office of the Public Schools District Supervisors (PSDSs).
2. Assigned Liaison Officers under the office of the PSDSs will be claiming the aforementioned documents of Private Schools to facilitate a more convenient distribution within their corresponding districts.
3. For inquiries you may email us at sdobatangas.records@deped.gov.ph.
4. For your information and immediate compliance.

MERTHEL M. EVARDOME, CESO V
Schools Division Superintendent

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DEPEDBATS-ODS-F-009/R0/03-02-2020



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