



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

MEMORANDUM

TO: Assistant Schools Division Superintendent
Chiefs of CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Section Chiefs/Unit Heads
Elementary and Secondary School Heads
All Others Concerned

FROM: 
JOSE L. DONCILLO, CESO V
Schools Division Superintendent

SUBJECT: PRESCRIBED TRANSMITTAL TEMPLATE FOR SUBMISSION OF REPORTS

DATE: August 26, 2020

Relative to the implementation of Quality Management System (QMS) in this Division, this Office informs all concerned on the utilization of prescribed transmittal template for submission of reports in order to expedite the process of recording and distribution of documents to the concerned section/unit.

For information, guidance and compliance of all concerned.



Balogo, Sorsogon City, Sorsogon 4700
Landline: (056) 421-5415
Email: sorsogon@deped.gov.ph
Website: depedsorsogon.com.ph



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON
Sorsogon

(Date)

JOSE L. DONCILLO, CESO V
Schools Division Superintendent
Schools Division of Sorsogon
Capitol Compound,
Sorsogon City

Sir:

Respectfully submitting herewith the following document/s, to wit:

No.	DOCUMENT	NO. OF CPS.	RECEIVING SECTION / UNIT	RECEIVED BY: (Signature over Printed Name)	DATE AND TIME RECEIVED:	REMARKS
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						

Please acknowledge receipt hereof.

Thank you.

Very truly yours,

Signature over Printed Name



Capitol Compound, Brgy. Burabod, Sorsogon City, Sorsogon 4700
Landline: (056) 421-5415
Email: sorsogon@deped.gov.ph
Website: depedsorsogon.com.ph