



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

February 13, 2026

**DIVISION MEMORANDUM**  
No. 81, s.2026


**DIVISION ORIENTATION OF THE DESIGNATED DISTRICT AND SCHOOL LIAISON OFFICERS**

TO: Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Public Schools District Supervisors/OIC-PSDSs  
Secondary and Elementary School Heads  
All Others Concerned

1. In line with the Records Management Improvement of SDO Sorsogon Province, this Office shall conduct an orientation which aims to establish a well-organized, efficient, and effective system and procedures, particularly on the Receiving and Releasing of documents. This initiative is intended to ensure a seamless form of official business transactions and the proper utilization of the Document Tracking System of this Division.
2. This Office requests all schools district supervisors and school heads to submit designated District/School Official Liaison with the specific functions as follows:
  - a. to submit Official communications such as Letter/Indorsement address to Schools Division Superintendent signed by the PSDS/School Heads;
  - b. to submit needed reports, and other pertinent papers/documents to be Schools Division Office – Records Section; and
  - c. to pick-up documents addressed to PSDS/School Heads from the Schools Division Office.
3. Enclosed in this Memorandum is the template to be accomplished by the respective schools and district offices and **submit during the scheduled orientation for creation of user account in the Document Tracking System.**
4. The orientation for the designated liaison officer shall be conducted on **February 16, 2026** at **Bulwagan ng Karunungan, DepEd SDO Sorsogon, Balogo, Sorsogon City**. The schedule of orientation are as follows:

Municipality	Time
<b>Casiguran, Castilla, Gubat and Juban</b>	10:30 am – 12:30 nn
<b>Barcelona, Bulusan, Irosin and Prieto-Diaz</b>	1:00 pm – 2:30 pm
<b>Donsol, Pilar, Magallanes, Matnog, Sta. Magdalena, and Bulan</b>	2:30 pm – 4:30 pm

5. Travel and other incidental expenses incurred in this activity will be charged against local funds/school MOOE subject to the usual accounting and auditing rules and regulations.
6. For information, guidance and compliance.

  
**JOSE L. DONCILLO, CESO V**  
Schools Division Superintendent



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700  
Landline: (056) 211-6461  
Email: [sorsogon@deped.gov.ph](mailto:sorsogon@deped.gov.ph)  
Website: [depedsorsogon.com.ph](http://depedsorsogon.com.ph)



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

**TEMPLATE FOR SCHOOL LIAISON OFFICER**

**MEMORANDUM**

**TO:** *Name of the Designated Liaison Officer*  
*Position*

**FROM:** **Signature** and Name of the School Head  
*Position*

**SUBJECT:** DESIGNATION AS SCHOOL LIAISON OFFICER

**DATE:** "Date"

*In the exigency of the service, you are hereby designated as Liaison Office to Department of Education – Schools Division Office effective immediately to perform the specific functions as follows:*

- a. to submit Official communications such as Letter/Indorsement address to Schools Division Superintendent signed by the School Head;*
- b. to submit needed reports, and other pertinent papers/ documents to be Schools Division Office – Records Section; and*
- c. to pick-up documents addressed to School Head from the Schools Division Office.*

*This designation is effective until revoked by this Office or as when duly constituted authority so decides in the best interest of public service, in a manner consistent with existing laws, rules and regulations.*

*For your compliance.*

**Conforme:**

**Signature of Liaison Officer**

**Complete Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ | **Contact Number:** \_\_\_\_\_

**Please check:** ☐ **with DTS Account** ☐ **without DTS Account**

**To be accomplished by SDO-ICT UNIT:**

**Username Name:** \_\_\_\_\_ **Date Created:** \_\_\_\_\_



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700  
Landline: (056) 211-6461  
Email: [sorsogon@deped.gov.ph](mailto:sorsogon@deped.gov.ph)  
Website: [depedsorsogon.com.ph](http://depedsorsogon.com.ph)



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

**TEMPLATE FOR DISTRICT LIAISON OFFICER**

**MEMORANDUM**

**TO:** *Name of the Designated Liaison Officer*  
*Position*

**FROM:** **Signature** and Name of the PSDS (for District)  
*Position*

**SUBJECT:** DESIGNATION AS **DISTRICT** LIAISON OFFICER

**DATE:** "Date"

*In the exigency of the service, you are hereby designated as Liaison Office to Department of Education – Schools Division Office effective immediately to perform the specific functions as follows:*

- a. to submit Official communications such as Letter/Indorsement address to Schools Division Superintendent signed by the PSDS;*
- b. to submit needed reports, and other pertinent papers/ documents to be Schools Division Office – Records Section; and*
- c. to pick-up documents addressed to PSDS from the Schools Division Office.*

*This designation is effective until revoked by this Office or as when duly constituted authority so decides in the best interest of public service, in a manner consistent with existing laws, rules and regulations.*

*For your compliance.*

**Conforme:**

**Signature of Liaison Officer**

**Complete Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ | **Contact Number:** \_\_\_\_\_

**Please check:** ☐ **with DTS Account** ☐ **without DTS Account**

**To be accomplished by SDO-ICT UNIT:**

**Username Name:** \_\_\_\_\_ **Date Created:** \_\_\_\_\_



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700  
Landline: (056) 211-6461  
Email: [sorsogon@deped.gov.ph](mailto:sorsogon@deped.gov.ph)  
Website: [depedsorsogon.com.ph](http://depedsorsogon.com.ph)