



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
Casiguran, Castilla, Gubat and Juban	10:30 am – 12:30 nn
Barcelona, Bulusan, Irosin and Prieto-Diaz	1:00 pm – 2:30 pm
Donsol, Pilar, Magallanes, Matnog, Sta. Magdalena, and Bulan	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
Website: depedssorsogon.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
Website: 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
Website: depedssorsogon.com.ph