



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

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

May 29, 2023

DIVISION MEMORANDUM

No. 113 s. 2023

REMINDER FOR THOROUGH PERUSAL OF DOCUMENTS FOR SIGNING

To: All Division Office and Field Officials and Personnel

This Office reminds and strongly require the Division and Field Officials and Personnel, without prejudice to existing laws, to meticulously inspect and review documents that pass their office before approval and signature of the Schools Division Superintendent. Considering the volume of concerns attended by the Schools Division Superintendent, he signs on the basis of the recommendations, evidenced by the signatures of the lower officials/personnel. In the event that problems or concerns will arise out of the signed documents, the other officials will be held accountable.

Further, only his authorized personnel is allowed to cause his electronic or facsimile signature whenever extremely necessary and for such to be valid must bear the authorized personnel's initial and/or the Schools Division Superintendent's dry seal.

For guidance and strictest compliance.

WILLIAM E. GANDO, CESO VI
Schools Division Superintendent



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