



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

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February 22, 2024

**DIVISION MEMORANDUM**

No. 46, s. 2024

**RECEIVING AND RELEASING OF DOCUMENTS FOR SIGNATURE OF THE  
SCHOOLS DIVISION SUPERINTENDENT AND OTHER SIGNATORIES**

To: CID & SGOD Chiefs  
Education Program Supervisors  
Section Chiefs/Unit Heads  
Public Schools District Supervisors  
Elementary & Secondary School Heads  
Teaching and Non-teaching personnel  
All others concerned

1. This is to inform the field that moving forward, the flow of transactions in the receiving and releasing of all documents for the signature of the SDS and other signatories will be through the Records Section.
2. Effective immediately, all documents requiring signatures must be **submitted to the Records Section for processing**. Once the documents have been signed, they will also be released from the Records Section. This is to streamline the process and ensure that all documents are properly documented and accounted for.
3. Widest dissemination of and compliance with this Memorandum is directed.

  
**WILLIAM E. GANDO, CESO VI**  
Schools Division Superintendent



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