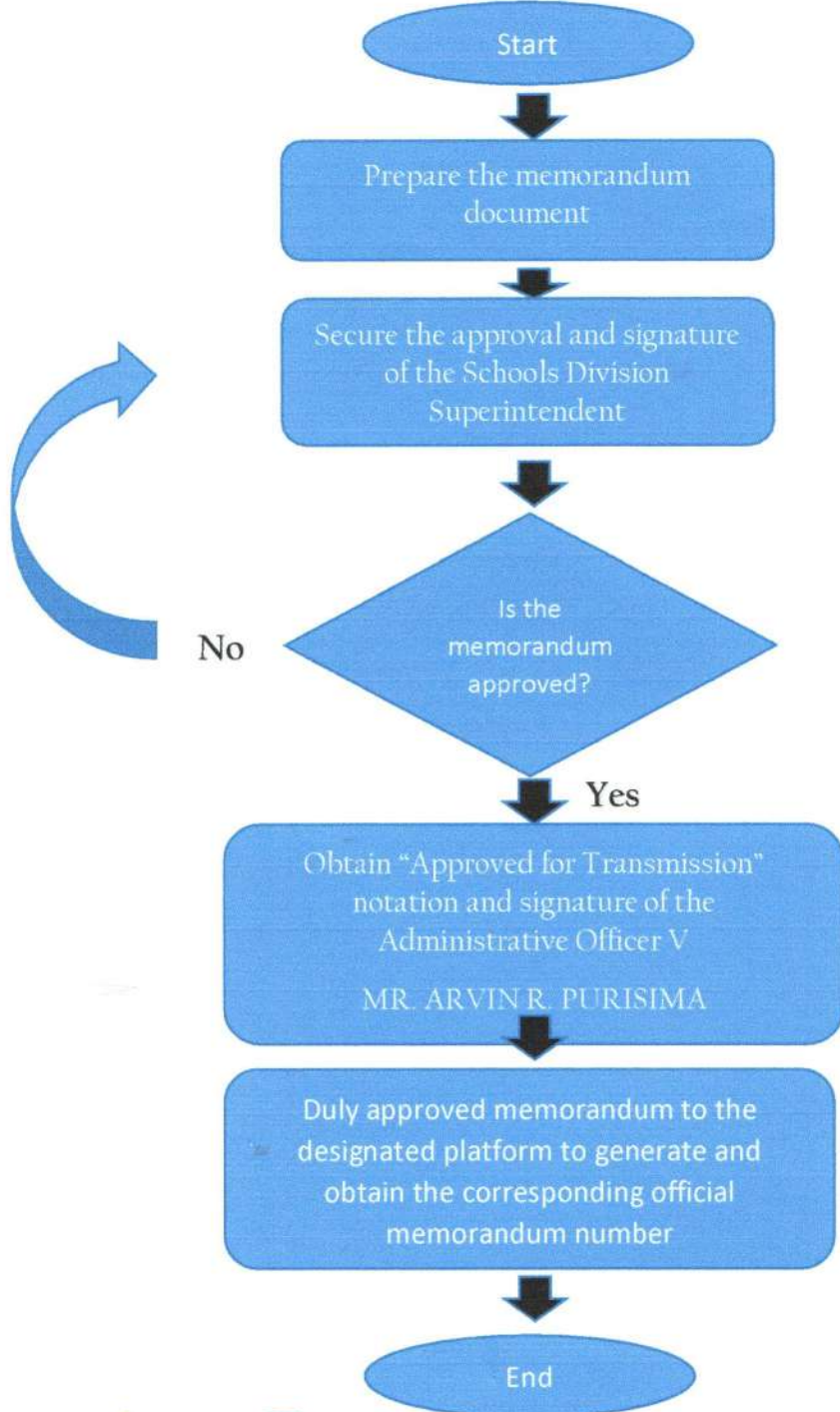




Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OFFICE OF PANGASINAN II
Canarvacanan, Binalonan, Pangasinan

Implementation of Standardized Process for Obtaining Unique Memorandum Numbers
FLOWCHART





Republic of the Philippines
Department of Education

REGION I

SCHOOLS DIVISION OFFICE OF PANGASINAN II
Canarvacanan, Binalonan, Pangasinan

APPROVED FOR TRANSMISSION

ARVIN R. PURISIMA
ADMINISTRATIVE OFFICER V

DIVISION MEMORANDUM

No. 010, s. 2026

TO: Assistant Schools Division Superintendent
Chief of Curriculum Implementation Division (CID)
Chief of School Governance Operation Division (SGOD)
Public Schools District Supervisors
All Concerned

FROM: VIVIAN LUZ S. PAGATPATAN PhD, CESO VI
Schools Division Superintendent

SUBJECT: Implementation of Standardized Process for Obtaining Unique Memorandum Numbers

DATE: 07 January 2026

PARTICULARS

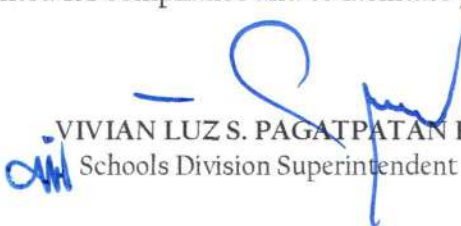
1. All approved memoranda shall require a unique number prior to dissemination to all division personnel.
2. To ensure proper numbering and full compliance with established procedures, the following process shall be strictly implemented effective immediately:
 - a) Prepare the memorandum document;
 - b) Secure the approval and signature of the Schools Division Superintendent;
 - c) Obtain the "Approved for Transmission" notation and signature of the Administrative Officer V; and
 - d) Uploading the duly approved memorandum to the designated platform to generate and obtain the corresponding official memorandum number.

Link.

<https://tinyurl.com/SDOPang2RecordsMemoNumbers>



3. This procedure is being implemented for compliance and to facilitate proper dissemination of memoranda.


VIVIAN LUZ S. PAGATPATAN PhD, CESO VI
Schools Division Superintendent



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