

January 15, 2015

**DIVISION MEMORANDUM**  
NO. 10, S. 2015

**UPLOADING OF ALL DIVISION COMMUNICATIONS THROUGH DIVISION WEBSITE**

To : OIC-Asst. Schools Division Superintendent  
Education Program Supervisors  
Public Schools District Supervisor  
Unit Heads  
Elementary and Secondary School Heads

1. This is to reiterate the attached Division Unnumbered Memorandum dated March 3, 2014 on the Division official Stationary and Correspondence Format which is self explanatory.
2. In view of this, all official communications shall be uploaded to our Division Website for immediate dissemination beginning February 2015. Please see the flow chart for the official communication and uploading process. (see attached enclosure No. 1)
3. Likewise, personnel requesting approval and uploading of communications shall prepare separate sheet for signature by the Schools Division Superintendent.(enclosure no. 2)
4. ICT Unit shall stamped the Memo to be uploaded with the following at the bottom part:

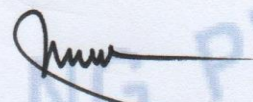
**DepEd Antipolo City ICT**

Uploaded By:

\_\_\_\_\_

Date: \_\_\_\_\_

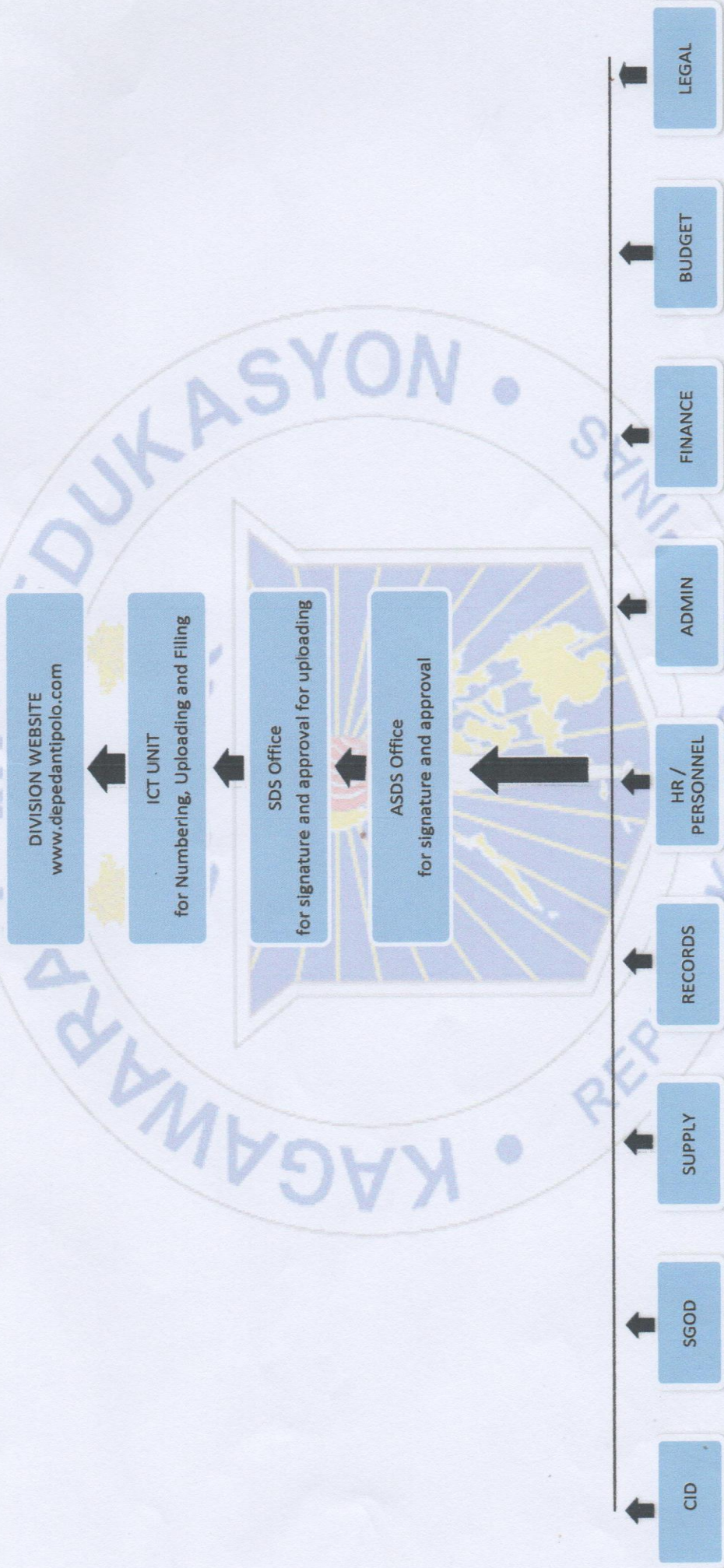
5. For strict compliance

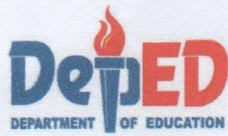


**MERTHEL M. EVARDOME, Ed.D.**  
Acting Asst. Schools Division Superintendent  
Office of the SDS

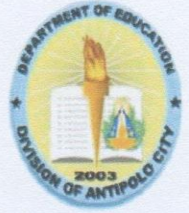


Enclosure No. 1 to Division Memorandum No. \_\_\_\_\_, S. 2015





Republic of the Philippines  
Department of Education  
Region IV-A CALABARZON  
Division of Antipolo City



Enclosure No. 2 to Division Memorandum No. \_\_\_\_\_, S. 2015

**APPROVED FOR UPLOADING**

Division Memorandum No. \_\_\_\_\_, S. 2015

Date : \_\_\_\_\_

Requested by: \_\_\_\_\_

Approved:

**MERTHEL M. EVARDOME, Ed.D.**  
Acting Asst. Schools Division Superintendent  
OIC-Office of the SDS

