

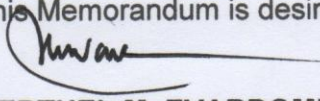
January 15, 2015

DIVISION MEMORANDUM
NO. 11, S. 2015

PAPERLESS AND COST EFFECTIVE COMMUNICATION SYSTEM

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

1. In our thrust to a more effective and cost efficient communication system, this Office informs the field that effective February 2015 we will implement paperless release of Division Memoranda, Indorsement and Communications.
2. Said Memoranda will be posted through the DepEd Antipolo City Website www.depedantipolo.com
3. ICT Unit will also e-mail indorsements and communications to the concerned school at the official e-mail address of the school. Schools are advised to submit their official e-mail address and contact numbers on or before January 31, 2015 at ICT Unit, Attention: Mrs. Priscilla V. Salo.
4. School heads are advised to designate a responsible staff or a teacher who will constantly check posting in the said website. The said designated staff or teacher is also expected to regularly check from time to time their e-mails and forward the hard/soft copy of the released Memorandum, Indorsements and other communications to the school head for immediate action.
5. In case that the designated staff/teacher is on leave, there should be an alternate person who will constantly check postings and e-mails.
6. Immediate and wide dissemination of this Memorandum is desired.


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