



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF TABUK CITY
Tabuk City, Kalinga

DEP-ED - TABUK CITY

MAY 23 2023

RECORDS UNIT

**OFFICE OF THE SCHOOLS
DIVISION SUPERINTENDENT**

ADVISORY

**ENSURING THE COMPLETENESS, RELIABILITY AND VALIDITY OF ALL INFORMATION
ENTERED IN FORMS, DOCUMENTS AND OTHER PERTINENT PAPERS
RECEIVED AT THE RECORDS SECTION**

May 25, 2023

To: All concerned

1. Republic Act 11032 otherwise known as the Ease of Doing Business and Efficient Government Service Delivery Act of 2018 states that the State shall maintain honesty and responsibility among its public officials and employees, and shall take appropriate measures to promote transparency in each agency with regards to the manner of transacting with the public, which shall encompass a program for the adoption of simplified requirements and procedures that will reduce red tape and expedite business and nonbusiness related transactions in government.
2. In lieu of this mandate, the Records Section shall be responsible of receiving and releasing all forms, documents and other pertinent papers with appropriate markings as to date of receipt and/or date of released.
3. All internal and external stakeholders are directed to ensure the completeness, reliability and validity of all data entered in their forms, documents and other pertinent papers before submission. **FORMS WITH INCOMPLETE INFORMATION SHALL NOT BE PROCESSED.**
4. For information, dissemination and compliance.


BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent