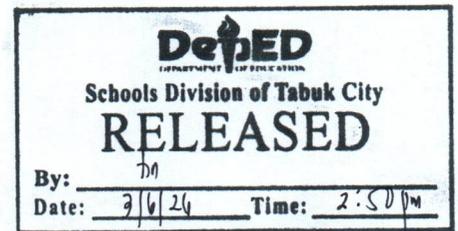




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**Schools Division of Tabuk City**



Office of the Schools Division Superintendent

05/March/2026

**DIVISION MEMORANDUM**

No. 109 S. 2026

**PROPER ROUTING, TRACKING AND ENDORSEMENT OF DOCUMENTS  
FORWARDED TO THE REGIONAL OFFICE**

TO : All Concerned Personnel

1. To ensure proper monitoring, control, and accountability of all outgoing communications and official documents forwarded to the Regional Office, all concerned are hereby directed to strictly observe the following procedures:
  - a. All documents intended for submission or forwarding to the Regional Office shall pass through the Division Records Section prior to transmittal;
  - b. The Division Records Section shall ensure that said documents are properly logged and encoded in the Document Tracking System (DTS) for monitoring purposes;
  - c. The signed endorsement/transmittal shall be officially stamped or marked **"RELEASED"** by the Division Records Section and appropriately reflected in the Document Tracking System prior to dispatch; and
  - d. Any document not processed in accordance with this Memorandum shall not be recognized by the Regional Office and shall be returned to the originating office for compliance.
2. This measure aims to strengthen internal control mechanisms, ensure transparency, and provide an accurate record of all outgoing communications of the Division.
3. Immediate and strict compliance with this Memorandum is hereby enjoined.
4. For your guidance and compliance.

**BENEDICTA B. GAMATERO PhD, CESO V**  
Schools Division Superintendent

For the Authority of the  
SCHOOLS DIVISION SUPERINTENDENT

**JAN NOWEL E. PEÑA**  
Assistant Schools Division Superintendent

