

Department of Education

Region III

SCHOOLS DIVISION OF PAMPANGA

January 3, 2023

DIVISION MEMORANDUM No. **001**, s. 2023

SUBMISSION OF A LIST OF AUTHORIZED PERSONNEL TO TRANSACT WITH THE RECORDS UNIT

To: Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

- In order to facilitate the submission and release of documents in the Division
 Office and establish accountability/responsibility, the Records Unit initiates
 the creation of a Directory of Personnel who will be authorized to transact that
 is to submit and release documents to and from said unit.
- Attached is the form to be accomplished in three (3) copies submitted to Records Unit on or before January 13, 2023. Only personnel included in the list shall be allowed to submit or receive communications and documents to and from this office.
- 3. In the absence of authorized personnel, the transacting representative shall present a written authority.



ENGR. EDGARD C. DOMINGO, PhD, CESO V

Schools Division Superintendent

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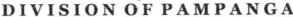


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Department of Education Region III





DIVISION OF PAMPANGA

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NAME OF SCHOOL/ DISTRICT:

NAME:	
DESIGNATION:	
CONTACT NO:	
SIGNATURE:	1
	2
	3
NAME:	
DESIGNATION:	
CONTACT NO:	
SIGNATURE:	1
	2
	3
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omitted by:	
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