



Republic of the Philippines
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

1. 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.
2. 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

000000000009354



Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)
Telephone No.: (045) 435-27-28; Email Address: pampanga@deped.gov.ph





NAME OF SCHOOL/ DISTRICT:

Authorized personnel to transact with the Records Unit

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

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

*Kindly attach a photocopy of two (2) valid ID's
*Reproduce this form if needed

Submitted by:

School Head