




Republic of the Philippines
Department of Education
National Capital Region
DIVISION OF CITY SCHOOLS
City of Mandaluyong

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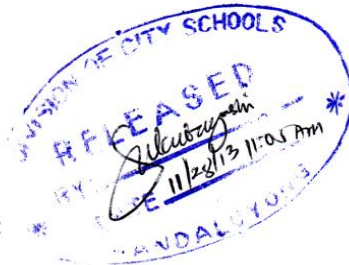
MEMORANDUM

TO : OIC, Office of the Assistant Schools Division Superintendent
Education/District Supervisors
Principals, Public and Private Schools
Division Section Chiefs

FROM : 
EVANGELINER R. LADINES
Officer-in-Charge
Office of the Schools Division Superintendent

SUBJECT : **ADDENDUM TO UNNUMBERED MEMORANDUM
RE: PAPERLESS RELEASE OF DIVISION MEMORANDA AND
UNRESTRICTED INDORSEMENTS AND COMMUNICATIONS**

DATE : November 28, 2013



Only Division Memoranda, Unrestricted Indorsements and Communications will be posted in DepEd-Mandaluyong website and will be e-mailed to schools. Other documents like approved appointments, permit to study, sick/maternity/vacation/sabbatical leave, original certificates, performance appraisal and the like will not be posted and will have to be claimed at the Records Unit.

In case that unavoidable incident happened, Records Unit will notify the field through a phone call or text if memoranda, indorsements & communications are not posted. In cases like this, the designated liason officer shall get the above-stated documents from the Records Unit.

Immediate and wide dissemination of this **Memorandum** is desired.