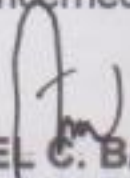




## MEMORANDUM

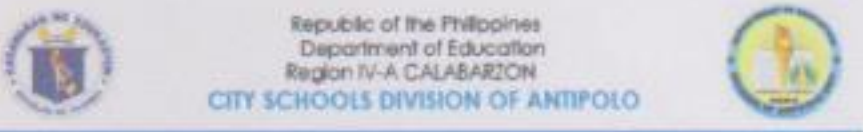

To : OIC-Office of the Asst. Schools Division Superintendent  
Curriculum Implementation Division  
School Governance Operations Division  
Unit/Section Heads  
All Other Concerned

From :  **DR. ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

SUBJECT : **OFFICIAL LETTERHEAD AND COMMUNICATION FORMAT OF  
SDO ANTIPOLO CITY**

Date : May 28, 2018

Please be informed that the official letterhead to be used by all personnel of SDO Antipolo City when preparing the memoranda, program proposals, endorsement, request and other forms of formal letter shall have the following format:

- Header :   
Position : 0.49 from the Top
- Font Type : Arial (Header and Body Text)  
Size : 11  
Spacing : 1.5
- Footer :   
Position : 0.55 from the bottom
- Paper size : A4
- Reference : Division/Unit/Section Code at lower left corner of the document
- Type of Communication:



Republic of the Philippines  
 Department of Education  
 Region IV-A CALABARZON  
**CITY SCHOOLS DIVISION OF ANTIPOLO**



**A. Endorsement**



Republic of the Philippines  
 Department of Education  
 Region IV-A CALABARZON  
**CITY SCHOOLS DIVISION OF ANTIPOLO**



Subject Title and Date { 1<sup>st</sup> Endorsement  
 May 30, 2018

Body Text Justified

Head of Office { DR. ROMMEL C. BAUTISTA, CESO V  
 Schools Division Superintendent

@ [ 02LRMDS ] } Font size – 9  
 Unit/Section Code of the originator

**B. Office Memo**



Republic of the Philippines  
 Department of Education  
 Region IV-A CALABARZON  
**CITY SCHOOLS DIVISION OF ANTIPOLO**



**OFFICE MEMORANDUM**

To : OIC-Office of the Asst. Schools Division Superintendent  
 Curriculum Implementation Division  
 School Governance Operations Division  
 Unit/Section Heads  
 All Other Concerned

From : DR. ROMMEL C. BAUTISTA, CESO V  
 Schools Division Superintendent

SUBJECT : OFFICIAL LETTERHEAD OF SDO ANTIPOLO CITY

Date : May 28, 2018

Body Text Justified

@ [ 01PER ] } Font size – 9

Unit/Section Code of the originator



**C. Unnumbered Memo**



**MEMORANDUM**

To : OIC-Office of the Asst. Schools Division Superintendent  
 Curriculum Implementation Division  
 School Governance Operations Division  
 Unit/Section Heads  
 All Other Concerned

From : **DR. ROMMEL C. BAUTISTA, CESO V**  
 Schools Division Superintendent

SUBJECT : **OFFICIAL LETTERHEAD OF SDO ANTIPOLO CITY**

Date : May 28, 2018

Body Text Justified

UM- \_\_\_\_\_, s. 2018 } UM- Number will be issued by Records Section  
 @[ 01SDS] } Font size – 9  
 Unit/Section Code of the originator of the memo

**D. Division Memo**

June 19, 2018

**DIVISION MEMORANDUM**  
 No. \_\_\_\_\_, s. 2018

**ORIENTATION ON THE ADMINISTRATION OF NATIONAL ACHIEVEMENT TEST (NAT)  
 OF GRADE 6 AND 10 STUDENTS FOR SY 2017 – 2018**

TO : OIC – Assistant Schools Division Superintendent  
 Chiefs-CID and SGOD  
 Education Program Supervisors  
 Public Schools District Supervisors  
 SEPS – Monitoring and Evaluation  
 Planning Officer II  
 Public and Private Secondary School Heads Concerned  
 All Other Concerned

Body Text Justified

@ [ 03SME ] } Font size – 9  
 Unit/Section Code of the originator



Republic of the Philippines  
Department of Education  
Region IV-A CALABARZON  
**CITY SCHOOLS DIVISION OF ANTIPOLO**



The immediate head should disseminate the communication to their respective office/ unit/section and should be acknowledged properly by the concerned personnel.

This Office will issue a corrective action to the immediate head for those personnel who will not follow the new official letterhead and communication format.

All personnel are requested to use the new letterhead and format of communication effective immediately after the release of this Memorandum.

For your compliance.

@04DCC