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:

1. Header :

   Position : 0.49 from the Top

2. Font Type : Arial (Header and Body Text)
   Size : 11
   Spacing : 1.5

3. Footer :

   Position : 0.55 from the bottom

4. Paper size : A4

5. Reference : Division/Unit/Section Code at lower left corner of the document

6. Type of Communication:
A. Endorsement

Subject Title and Date

1st Endorsement
May 30, 2018

Body Text Justified

Head of Office

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

Unit/Section Code of the originator

B. Office Memo

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

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
@ [01SDS]  UM- Number will be issued by Records Section
            Font size - 9
            Unit/Section Code of the originator of the memo

D. Division Memo

DIVISION MEMORANDUM

Jun 19, 2018

ORIENTATION ON THE ADMINISTRATION OF NATIONAL ACHIEVEMENT TEST (NAT)
OF GRADE 5 AND 10 STUDENTS FOR SY 2017 - 2018

TO: OIC – Assistant Schools Division Superintendent
    Chief-OID and SGOO
    Education Program Supervisors
    Public Schools District Supervisors
    SEPAR – 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

Antipolo City Sports Educational Hub, Sen. L. Sumulong Circle, Brgy. San Isidro, Antipolo City (02) 630-3110 (www.depedantipolo.com)
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.