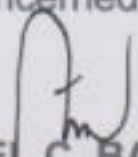




CITY SCHOOLS DIVISION OFFICE OF ANTIPOLO

MEMORANDUM

TO : OIC-Office of the Asst. Schools Division Superintendent
OIC-Chief, CID
Chief, SGOD
All Unit Heads
All Other Concerned

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

SUBJECT : **UPDATING OF DOCUMENTED INFORMATION**

DATE : February 28, 2019

Please be informed that the DCC is on the process of updating the operations manual, controlled forms and checklists format.

All unit/section are requested to submit the additional or existing forms with changes for inclusion in the list on or before Wednesday, March 6, 2019 at Learning Resource Management Section (LRMS).

Likewise, all operations manual should be returned to the UDC for retrieval after audit has been done and there were no revisions to be made.





Immediate dissemination of this Memorandum is earnestly desired.

UM No. 120, 2019
@ LRMS



Certificate No.
44 100 19 93 0005

"EDUKASYONG TAPAT AT SAPAT PARA SA LAHAT"

 New Bldg - Sports Educational Hub, Sen. L. Sumulong Memorial Circle, Brgy. San Isidro, Antipolo City
 Old Bldg. - C. Lawis Extension, Barangay San Isidro, Antipolo City
 www.depedantipolo.com antipolo.city@deped.gov.ph
 (02) 630-3110