MEMORANDUM TO:

Chief ES- CID and SGOD
Section/Unit Heads
All Others Concerned

From: DANilo E. DESPR
Schools Division Superintendent

Subject: Coding of Division Memo, Unnumbered Memo, Office Memo, Advisory,
Indorsement, Division Bulletin, Letter, Project Proposal and Special Order

Date: November 25, 2019

1. This is to inform the functional Divisions of the following Coding in making Division
Memorandum, Unnumbered Memo, Office Memo, Advisory, Indorsement, Special Order,
Bulletin, Certificate, Letter and Project Proposal, to wit:

DIVISION MEMORANDUM
OSDS-ASDS-DM-(no. series) - if the memo originated from the office of ASDS
OSDS- CID-DM- - if the memo originated from CID Office
OSDS-SGOD-DM--- - if the memo originated from SGOD Office
OSDS-Ad- DM--- - if the memo originated from Admin. Office
OSDS-Fin-DM--- - if the memo originated from Accounting and Budget Office
OSDS-Per-DM--- - if the memo originated from Personnel Section
OSDS-ICT-DM--- - if the memo originated from ICT Office

UNNUMBERED MEMORANDUM
CID-UM-12-02-19/rgp-initial of the person incharge of the memo (Rommel G. Petajen)
SGOD-UM-12-02-19/initial
ASDS-UM-12-02-19/initial

OFFICE MEMORANDUM
CID-OM-12-02-19/initial of the person incharge of the memo
SGOD-OM-12-02-19/initial
ASDS-OM-12-02-19/initial

ADVISORY
OSDS-CID-AD-001 (with number series)
OSDS-SGOD-AD-002
OSDS-ASDS-AD-003

INDORSEMENT
OSDS-IN-001-12-02-19 (with number series)

BULLETIN
OSDS-CID-BU-001 (with number series)
OSDS-SGOD-BU-002
OSDS-BAC-BU-003

SPECIAL ORDER
OSDS-CID-SO-001 (number series)
OSDS-SGOD-SO-002
OSDS-ASDS-SO-003
CERTIFICATE
CID-CERT-12-02-19
SGOD-CERT-12-02-19
No. of Hours_______

LETTER
SGOD-LE-12-02-19/initial of the owner
CID-LE-12-02-19/initial
ASDS-LE-12-02-19/initial

PROJECT PROPOSAL
CID-PP-12-02-19/initial of the proponent
SGOD-PP-12-02-19/initial of the proponent
OSDS-PP-12-02-19/initial of the proponent

2. This new coding scheme shall take effect on December 2, 2019.

3. For reference, consider the following legend:

DM- Division Memorandum
UM- Unnumbered Memorandum
OM- Office Memorandum
AD- Advisory
IN- Indorsement
BU- Bulletin
SO- Special Order
CERT- Certification
LE- Letter
PP- Project Proposal

4. For information and compliance.