



Department of Education
Region III
DIVISION OF ANGELES CITY



Jesus Street, PulungBulu, Angeles City
Tel. No. (045) 322-4702; /Fax Nos. (045) 887-6099; email add. angeles.city@deped.gov.ph



June 26, 2015

DIVISION MEMORANDUM
No. 12.2 S. 2015

Dissemination of Communications and Submission of Reports

**TO: Assistant Schools Division Superintendent
Office of the Schools Division Superintendent
School Governance and Operations Division
Curriculum Implementation Division
School Heads of Public Elementary and Secondary Schools**

1. This is to inform the field that all communications (i.e., Memoranda, Letters, Orders), will be sent by the Division Records through email, likewise, all reports should be submitted through this email: records.acdo@gmail.com.
2. All school heads are requested to open their email everyday to check updates and communications sent to them.
3. For immediate and wide dissemination of this memorandum is enjoined.

NICOLAS T. CAPULONG, Ph. D., CESO V
Schools Division Superintendent