



Republic of the Philippines
Department of Education
 Region III
SCHOOLS DIVISION OF ANGELES CITY

DIVISION MEMORANDUM

No. 209 s. 2020

TO : OIC, Assistant Schools Division Superintendent
 Chiefs, CID and SGOD
 Education Program Supervisor
 Public Schools District Supervisor
 Public Elementary and Secondary School Heads
 Heads of Units
 All Teachers and Non- Teaching Personnel
 All Others Concerned


FROM : Schools Division Superintendent

SUBJECT : Clarification on the Operational Definition of Actions taken by the Office
 Of the Schools Division Superintendent and of the School Heads on
 Documents

DATE : September 11, 2020



1. The Head of Agency takes appropriate action on the different transactional documents submitted to the Schools Division Office in affixing the signatures of the Superintendent and the School Heads.
2. The actions *Noted* and *Approved*, shall be regarded as favorably acted upon by the appropriate action officer whether Division Officials or Head of agency/School Head. Further, either of the terms used shall not nullify a transactional document that has been given favorable action. On the other hand, the actions, *Disapproved* and *Without Action*, shall mean that the Head of agency /School Head passed an unfavorable judgment on the document after proper evaluation.
3. This Memorandum on the operational definition of actions taken by the Office of the Schools Division Superintendent and of School Heads on documents is issued to have a common understanding and interpretation of the specific actions taken by the Head of Agency.
4. For information and guidance.


MA. IRELYN P. TAMAYO PhD, CESE
 Assistant Schools Division superintendent
 Officer-In-Charge
 Office of the Schools Division Superintendent



011 2020 - 202
 Address: Jesus Street, Pulungbulu, Angeles City
 Telephone No. (045) 322-4101

