



Republic of the Philippines
Department of Education

REGION X
SCHOOLS DIVISION OF LANA DEL NORTE

DEPED LANA DEL NORTE		
RECORDS SECTION CONTROL NO. 09532		
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February 26, 2026

Division Memorandum
 No. 136, s. 2026

ADOPTION OF OFFICIAL TEMPLATES AND FORMS FOR DIVISION DOCUMENTS

To: Assistant Schools Division Superintendent
 Division Chiefs
 Education Program Supervisors
 Public Schools District Supervisors/ District In-charge
 Elementary and Secondary School Heads
 All Others Concerned
 This Division

1. In pursuit of efficiency, standardization and strengthened internal control mechanisms, this Office adopts and institutionalizes the use of official templates and forms for all Division-issued documents.
2. This initiative aims to ensure uniformity in format, branding, documentation, and records management across all units of the Schools Division Office (SDO).
3. This Memorandum shall apply to all official Division documents, including but not limited to:
 - a) Division Memoranda
 - b) Division Orders
 - c) Office Memoranda
 - d) Travel Orders / Authority to Travel
 - e) Certificate
 - f) Letter Head
4. The following Guidelines
 - a) Mandatory Use- all units and personnel shall use only the officially approved templates and forms issued by this Office.



Address: Gov. A. Quibranza Prov'l. Gov't. Compound
 Pigcarangan, Tubod, Lanao del Norte

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Doc. Ref. Code	SDO-OSDS-F001	Rev	00
Effectivity	01.05.26	Page	1 of 1



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- b) Document Control- templates shall follow prescribed document coding, version control, approval authority, and issuance date consistent with NQMS document control procedures.
- c) Standard Format- all documents must comply with official formatting standards, including letterhead, logos, font style and size, spacing, margins, document numbering, and signatory blocks.
- d) Review and Approval- all Division issuances shall undergo proper technical review and clearance prior to release to ensure accuracy, compliance, and quality.
- e) Records Management- finalized documents shall be properly filed, indexed, and archived in both hard copy and digital formats in accordance with NQMS records management standards.
- f) Continuous Improvement- templates and forms shall be periodically reviewed and updated to improve efficiency and service delivery.

5. All official templates and forms shall be accessed exclusively through the Division's centralized repository available at https://drive.google.com/drive/folders/1NWxEw0M1UNrfnzZk8Yl2BUW_KXmHlbK7?usp=sharing

6. Immediate and strict compliance with this Memorandum is hereby directed.

EDWIN R. MARIBOJOC EdD, CESO V
Schools Division Superintendent



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