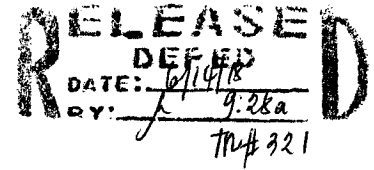




Republic of the Philippines
DEPARTMENT OF EDUCATION
Region I
SCHOOLS DIVISION OFFICE
DAGUPAN CITY



Division Memorandum
No. 209, s. 2018



To: **Asst. Schools Division Superintendent
Chiefs, SGOD and CID
Education Program Supervisors
Public Schools District Supervisors
SDO Unit Heads/Personnel
All other concerned**

From: 
**DR. LORNA G. BUGAYONG, CESO VI
Schools Division Superintendent**

Date: **June 14, 2018**

Subject: **SDO OFFICIAL LETTER HEAD**

1. In view of the ISO Quality Management System 9001:2015 Standards this office hereby require all officials and employees to use the Official Letter Head approved by the top management effective this date.
2. This Letter Head shall be used in all forms of communications and issuances that the SDO will have to release.
3. Moreover, the Schools Division Superintendent shall sign in all communications and issuances with her name and position written out as follow:

**DR. LORNA G. BUGAYONG, CESO VI
Schools Division Superintendent**

4. For the information, guidance and compliance of all concerned.