



Republic of the Philippines
Department of Education
 REGION II – CAGAYAN VALLEY

Advisory No. 01, s. 2021
 January 22, 2021

In compliance with DepEd Order No. 8, s. 2013 this advisory is issued for the information of concerned officials in the Schools Division Offices (SDOs) of Batanes, Cagayan, Cauayan City, Isabela, Santiago City, and Tuguegarao City
 (Visit region2.deped.gov.ph)

DISSEMINATION OF THE GUIDELINES ON NUMBER CONTROLLING OF MEMORANDUMS, ORDERS, AND ADVISORIES

This office communicates its Office Memorandum No. 002, s. 2021 with the title *Guidelines on Number Controlling of Memoranda, Orders, and Advisories* which shall serve as a new Guideline (GL) under the Records Section effective February 1, 2021.

As an agreement during the activity on Streamlining Procedures for the SDOs last January 19, 2021, you are given a copy of this memorandum **for your reference only** and it shall be your option to adopt this number controlling system for issuances. Should you wish to adopt this guideline, you must create your Office Memorandum and a new GL under your Records unit.

For issues and concerns, you may contact our Administrative Officer V – Records Section, Ms. Fresneida H. Achanzar, or our Quality Management Representative, Mr. Christain Roy N. Melad through their official email address or social media channels.

BENJAMIN D. PARAGAS, PhD, CESO V
 Director IV
 Regional Director



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As of:	July 2, 2018	Page:	1

