



03 AUG 2021

Republic of the Philippines  
Department of Education  
REGION IV-A CALABARZON  
CITY SCHOOLS DIVISION OF BIÑAN CITY

RECEIVED  
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5:00

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DIVISION MEMORANDUM  
No. 267, s. 2021

### SDO BIÑAN CITY ONLINE RECEIVING OF DOCUMENTS

To : Assistant Schools Division Superintendent  
Chief, School Governance and Operations Division  
Chief, Curriculum Implementation Division  
All School Heads

1. To ensure continuous delivery of service in the Division amidst pandemic, this Office through the Records Section under the Office of the Schools Division Superintendent (OSDS), informs all division personnel, schools, and stakeholders on the use of **Online Receiving for Basic Communication**.
2. Documents related to finance, procurement and legal matters shall be directly sent to the concerned office/s.
3. The following documents are files which can be submitted online:
  - a. Reports of Accomplishment, Completion, and Inspection, with complete signatures from Schoolheads, Public Schools District Supervisors (PSDS), and/or Education Program Supervisors (EPS)
  - b. DRR-related documents such as reports on NSED, Accident/ Incident/ Situation, CSS Monitoring tools, and Risk Assessment with complete signatures from Schoolheads, PSDS and/or EPS
  - c. Letters of Request, Invitation, and for Information
  - d. Issuances for approval
  - e. Training/Project/Activity proposals
  - f. List of participants for an activity
  - g. Action/Research Proposals
  - h. MOA, MOU and deed of donation with complete signatories
  - i. Work or Action Plans
  - j. Documentary Requirements for Scholarship and Awards
4. The following documents below require original signature and shall be submitted directly to the Records Office for control and acknowledgment of receipt.
  - a. Maternity Leave, Return to Duty, Clearance/s
  - b. Requirements for Appointment (e.g., Appointment, Personal Data Sheet, Position Description Form, Oath of Office and SALN)
  - c. Daily Time Record as a requirement for salary
  - d. OPCRF and IPCRFs (for division personnel)
  - e. SBFP report
  - f. Bulk files of documents from schools to be submitted to Planning Section (e.g., School Forms, Diploma, etc.)

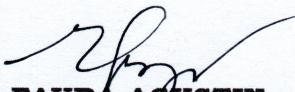


5. In addition, this Office, through the Records Unit, ICT Section, and QMS-Knowledge Management Team (KMT) informs all schools that there will be a virtual meeting for questions and clarifications regarding the said process **on August 10, 2021, Monday, 9:00 a.m.** via Google Meet.

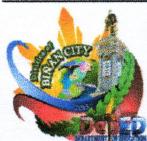
6. Participants are PSDS, schoolheads, program coordinators, Records Unit, ICT Unit, and KMT representative.

7. Attached are the step-by-step procedure of the said activity.

8. Immediate dissemination and strict compliance of this Memorandum is desired.



**EDNA FAURA-AUGUSTIN**  
Schools Division Superintendent



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# MGA HAKBANG PARA SA ONLINE RECEIVING NG SDO BIÑAN

1 Ang mga documento ay i-scan o i-save na naka format sa PDF.

2 PUNTAHAN ANG GOOGLE FORMS GAMIT ANG LINK NA  
<https://forms.gle/xoZ7YcgwbLp1Zjdq9>

o scan ang QR CODE.

GAMITIN ANG DEPED OFFICIAL EMAIL PARA SA MGA DEPED PERSONNEL

3 PUNAN ANG LAHAT NG REQUIRED NA FIELD

4 MAG UPLOAD NG FILES

5 MAGHINTAY SA SAGOT O EMAIL MULA SA ISANG RECORDS PERSONNEL



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