



Division Memorandum  
No. 172, 2018

To: PSDSs  
All Heads of Elementary, Junior & Senior High Schools

From: Office of the Schools Division Superintendent

Subject: **Submission of List of Authorized Personnel to Transact with the Records Unit**

Date: May 4, 2018

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1. In order to facilitate submission and release of documents in the Division Office and establish accountability/responsibility, the Records Unit initiates the creation of a Directory of Personnel who will be authorized to transact that is to submit and release documents to and from said unit.
2. Attached is the form to be accomplished in three (3) copies to be submitted to the Records Unit on or before May 18, 2018, Only personnel included in the list shall be allowed to submit or receive communications and documents to and from this office.
3. In the absence of the authorized personnel, written authority shall be presented by the transacting representative.

For your guidance and strict compliance.

✓ LEONARDO D. ZAPANTA, Ed. D., CESO VI  
Schools Division Superintendent

Encl.: As stated.

Rec2018



**NAME OF SCHOOL/ DISTRICT:**

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**Authorized personnel to transact with the Records Unit**

<b>NAME:</b>	
<b>DESIGNATION:</b>	
<b>CONTACT NO:</b>	
<b>SIGNATURE:</b>	1
	2
	3

<b>NAME:</b>	
<b>DESIGNATION:</b>	
<b>CONTACT NO:</b>	
<b>SIGNATURE:</b>	1
	2
	3

\*Kindly attach a photocopy of two (2) valid ID's  
\*Reproduce this form if needed

**Submitted by:**

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**School Head**

**One DepEd... One Pampanga**