



Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS  
SCHOOLS DIVISION OF AKLAN

---

August 3, 2023

**DIVISION MEMORANDUM**  
No. **324**, s. 2023

**RECEIVING AND RELEASING OF DOCUMENTS IN THE REGIONAL  
OFFICE**

To: **Assistant Schools Division Superintendent**  
**Chief Education Supervisors**  
**Public Schools District Supervisors**  
**Heads of Public Elementary, Secondary and Integrated Schools**  
**Division Office Section/Unit Heads**  
**All Others Concerned**

1. Attached is a copy of Regional Memorandum dated 27 July 2023 titled **RECEIVING AND RELEASING OF DOCUMENTS**, from the Office of the Regional Director.
2. Immediate dissemination of and compliance with this memorandum are desired.

  
**FELICIANO C. BUENAFE JR., CESO VI**  
Schools Division Superintendent *mc*

MCIC

Enclosure: As stated  
To be indicated in the Perpetual Index  
under the following subject:

RECORD                      COMMUNICATION



Poblacion, Numancia, Aklan  
Tel/Fax No. (036) 265 3744 | (036) 265 3737 | (036) 265 3738 | (036) 265 3740 | (036) 265 3741  
Website: <http://www.depedaklan.org>  
Email Address: [aklan.1958@deped.gov.ph](mailto:aklan.1958@deped.gov.ph)

---



Republic of the Philippines  
**Department of Education**  
REGION VI-WESTERN VISAYAS

JUL 27 2023

REGIONAL MEMORANDUM  
No. 553 s. 2023

**RECEIVING AND RELEASING OF DOCUMENTS**

**To: Schools Division Superintendents  
All Others Concerned**

1. To properly account and monitor all communications addressed to the Regional Office, it is hereby required that all communications regardless of their nature and purpose, including the requests for clearances shall be addressed to the Office of the Regional Director.
2. Thereupon, the same must be properly stamped "received" by the Records Section of Administrative Division.
3. In no case, shall communication be received and released by the Functional Divisions at the Regional Office without proper tracking reference from the Records Section.
4. Documents without proper documentation by the Records Section shall be considered unofficial and void.
5. Immediate dissemination of and compliance with this Memorandum are desired.

  
**RAMIR B. UYTICO EdD, CESO III**  
Regional Director

Encl.: None  
To be indicated in the Perpetual Index  
under the following subject:

Records      Communication



Address: Duran Street, Iloilo City, 5000  
Telephone Nos: (033)509-7653; (033)336-2816  
Email Address: [region6@deped.gov.ph](mailto:region6@deped.gov.ph)  
Website: [region6.deped.gov.ph](http://region6.deped.gov.ph)