



Republic of the Philippines
Department of Education
DIVISION OF TACLOBAN CITY
Tacloban City

October 4, 2023

DIVISION MEMORANDUM

No. 579 s, 2023

**SUBMISSION OF DIRECTORY OF SCHOOLS, SCHOOL HEADS AND OFFICE
INCHARGE OF ALL SCHOOL REGISTRARS AND RECORDS CUSTODIANS**

TO : Assistant Schools Division Superintendent
Secondary School Heads
Elementary School Heads
Non- IUs JHS/SHS School Heads
All Administrative Officer II
All Others Concerned

1. In reference to Regional Memorandum AD-RS-2023-1022 entitled "Submission of Directory of Schools, School Heads, Registrars and Records Custodians to the Regional Office".
2. Republic Act 11032 otherwise known as The Ease of Doing Business Law; and One DepEd, One NQMS, this office endeavors to facilitate effective and efficient frontline services and smooth coordination among different levels of governance in the Region, which are geared towards client's satisfaction and delight.
3. The Regional Office through the Records Section requires the Schools Division Office to consolidate and submit an updated Directory of Schools and School Heads.
4. In view of the foregoing, each school shall use the school's official email address and contact number only, not the personal email address and contact number of the school head or any of the aforementioned employee. If the school has an official FB page or other official media account, the same shall be included in the directory.
5. The directories shall strictly follow the format to be sent thru the Administrative Officer group chat or messenger.
6. Deadline for submission on or before October 13, 2023.
7. Immediate dissemination of and strict compliance with this Memorandum are desired.



JUDELLA R. LUMPAS, Ed.D., CESO VI
School Division Superintendent