

October 03, 2019

DIVISION MEMORANDUM
 No. 323 s. 2019

REVISED PROTOCOL FOR SUBMISSION OF REPORTS, DOCUMENTS AND INCOMING COMMUNICATIONS TO THE RECORDS SECTION

**To: Chief Education Supervisors
 All SDO Personnel
 School Heads both Elementary and econdary
 Teaching and Non-Teaching Personnel**



1. In view of the strategic direction of SDO-Abra, to provide better services which are more effective and efficient crucial to customers' satisfaction, continual innovation on records management is hereby implemented effective immediately. All personnel are advised to follow this protocol to better facilitate transactions in SDO-ABRA.


2. All reports, documents and all incoming communications will pass through the records section. To better facilitate the process and in support of the "Ease of Doing Business", the records section is catering three (3) windows with different purposes which are as follows:

WINDOW NO.	TYPE OF TRANSACTION	OPERATIONAL DEFINITION	REPORTS/DOCUMENTS TO BE TRANSACTED
1	TERMINAL	These are the documents that are submitted to different units/ sections such as accomplishments in the implementation of PAPS and accomplished forms -These can be routed at a later time. However, if it is classified as urgent it will be routed as soon as possible	-Accomplishment Report -Status report -accomplished forms -Progress reports -Form 48 etc.
2	TRANSACTIONAL	These are the reports, documents and papers that need to be acted upon by higher authorities for implementation. The nature of action can be review, revision, recommendation, approval or disapproval. These will be routed as soon as possible	-Activity request -learning proposal -assessments -Form 6 etc. -IPCRF/OPCRF -application letters/folders etc.
3	INCOMING COMMUNICATIONS	These are communications that are coming from higher authorities, internal and external stakeholders, other agencies and all clients of DepEd. These will be routed immediately for action.	-invites -letters -circulars -DepEd Issuances etc.

3. Type of transaction should be determined prior to submission to the records section to facilitate processing and recording of all documents transacted and will be recorded on separate logbook.

4. All concerned sections/units are instructed to act on these as soon possible considering their KPM to avoid delays. All documents submitted will also be released in the records section.

5. Immediate dissemination and compliance of this memorandum is desired.


GLORIA B. BUYA-AO
 Schools Division Superintendent