



Republic of the Philippines
Department of Education

REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent



11 Nov 2024

OFFICE ORDER
No. 04 s.2024

**CREATION OF REVIEW COMMITTEE FOR THE IMPLEMENTATION AND
PREPARATION OF OFFICIAL DOCUMENTS IN THE WORKPLACE**

TO: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
CID, SGOD and OSDS Personnel
This Division

1. You are hereby informed that all issuances (Memorandum, Order, Advisory, Indorsement and Letter Reply) from the different sections in this Office will be submitted to the following personnel for review:

Team Leader: Jean S. Macasero

Grammar & Content Reviewer (CID):

- January Gay T. Valenzona
- Rochelle A. Luzano

Grammar & Content Reviewer (SGOD):

- Eleanor Consejo H. Rollan
- Beverly Anne E. Nicolasora

Grammar & Content Reviewer (OSDS):

- Risa Bea Socorro M. Borres – For Admin
- Arnel A. Calubag – For Finance

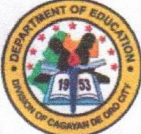
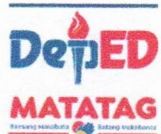
2. The final copy which will be submitted to the Office of the Schools Division Superintendent for signature will bear the initials of the Team Leader and/or the assigned reviewer. Initials of their names will also be indicated in the footnotes.

3. Use the link below to access and download the DepEd Manual of Style Templates.

<https://tinyurl.com/DMOS-CDO2024>

4. The following Templates are the following:

- Division Memorandum
- Office Memorandum
- Office Order
- Division Advisory
- Division Indorsement
- Letter Reply



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (088) 855-0044, (088) 855-0047, (088) 328-2142
Email Address: cagayandeoro.city@deped.gov.ph
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5. These templates are to be implemented immediately, with strict compliance required.
6. For clarity, all issuances refer to Memoranda, Advisories, Programs, Official Statements, and other relative communication.
7. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment is accorded to all personnel regardless of disability, sexual orientation, gender, age, religion, and ethnicity.
8. This Office directs immediate and wide dissemination of this Memorandum.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: As stated

Reference: N o n e

To be indicated in the Perpetual Index
under the following subjects:

BUREAUS AND OFFICES
MANUALS
PUBLICATIONS

COMMUNICATIONS
POLICY

AVT / DO – CREATION OF REVIEW COMMITTEE
000/November 11, 2024



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