



Republic of the Philippines
Department of Education
REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

26 March 2025

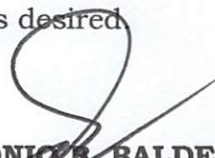

DIVISION MEMORANDUM
No. 215 s. 2025

DESIGNATION OF OFFICIAL SCHOOL LIAISON OFFICER

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

1. To establish a sustained mechanism for monitoring the documents being received and released by the Division Office -Records Unit to the schools and ensure a smooth flow of communication and coordination of business transactions in the Schools Division Office (SDO), all Public-School Heads are requested to submit the name of the school personnel who will be designated as official Liaison Officer. The designation shall follow **Division Memorandum No. 127 s. 2024** dated **February 12, 2024, Procedure for Issuing a Designation Order**.
2. The official Liaison Officer, who must hold a permanent position, shall be in-charge of the following functions:
 - a. Submit needed reports, pertinent papers to the Schools Division Office
 - b. Submit official communications
 - c. Pick up documents addressed to the school from the Schools Division Office-Records Unit
 - d. Does related work
3. Personnel other than the School Head or the designated School Liaison officer may claim documents for release in the Records Office provided that an **Authorization Letter and valid ID** of the requesting person and/or authorized person is presented. Please see attached template for the authorization letter.
4. The designation order shall be prepared in two (2) original copies using the herein attached template and submit to the Records Unit c/o Ms. Olive Divinagracia until **March 31, 2025**. The concerned School Head must affix his/her initials opposite the name of the Approving Authority-Schools Division Superintendent. Approved/signed Designation Orders shall be issued by the SDO through the Personnel Services Unit. Prescribed templates maybe access via this link <https://tinyurl.com/ms95y9pc> .
5. No teaching personnel shall be designated as liaison officer in strict compliance with **DepEd Order No. 002 s. 2024** or the **Immediate Removal of Administrative Tasks of Public School Teachers**.

6. Immediate dissemination of this Memorandum is desired


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent 

Encl.: As Stated

Reference: Division Memorandum No. 127 s. 2024

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

DESIGNATION

OSDS Records Unit - designation of official school liaison officer
REC3PMCB-004325/March 25, 2025



Republic of the Philippines
Department of Education

REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

MEMORANDUM

TO: (NAME OF SCHOOL PERSONNEL TO BE DESIGNATED)
(Position)

FROM: **CELEDONIO B. BALDERAS JR.**
Schools Division Superintendent

SUBJECT: **DESIGNATION ORDER**

DATE: March 31, 2025

1. In the exigency of service, aside from your job as (Present Position ex. Administrative Officer II), you are hereby designated as the **School Liaison Officer** of (name of school ex. Luis Palad Integrated High School) effective **April 1, 2025**, unless otherwise terminated by the Designating Authority. As such, you are expected to perform the following duties and responsibilities:
 - To submit needed reports, pertinent papers to the Schools Division Office
 - To submit official communications
 - To pick up documents addressed to the school from the Schools Division Office-Records Unit
 - Does related work
2. It is hereby understood that this designation does not entail additional remuneration aside from your salary and benefits as Administrative Officer II.
3. For your information and guidance.

Reference:
DepEd Records Management Operations Manual
To be indicated in 201 File



Republic of the Philippines
Department of Education
REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS
NAME OF SCHOOL

AUTHORIZATION

Date

RECORDS UNIT

City Schools Division of the City of Tayabas

Sir/Madam:

This is to authorize the bearer Mr./Ms. _____,
(Name of Authorized Representative)
_____ whose signature appears below to submit and/or pick-up
(Designation)
the documents pertinent to _____ on
(Name of School)
_____.
(Date of Visit)

Thank you for your kind consideration.

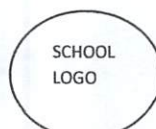
Very truly yours,

Signature Over Printed Name of School Head
Designation

Signature Over Printed Name of Authorized Representative
Designation
ID Presented: _____

Note:

In the absence of School Liaison Officer please present this authorization letter together with a valid ID



Address:
Telephone No.:
Email Address:
Website:



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

12 Feb 2024

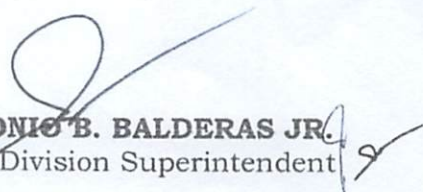
DIVISION MEMORANDUM

No. 127 s. 2024

PROCEDURE FOR ISSUING A DESIGNATION ORDER

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

1. In compliance with **Civil Service Commission Memorandum Circular No. 24, s. 2017**, Omnibus Rules on Appointment and Other Human Resource Actions, Revised July 2018, the designation shall be issued by the appointing officer/ authority concerned.
2. In line with this, this office informs the field of the process flow for the issuance of designation which is hereto attached.
3. For information and guidance.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl.: As stated
Reference: CSC MC No. 24, s. 2017
To be indicated in the Perpetual Index
under the following subjects:

ORAOHRA
DESIGNATION

OSDS Personnel Unit – procedure for issuing a designation order
PERD9Q1K-000170/Feb. 12, 2024



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

Office of the SCHOOLS DIVISION SUPERINTENDENT

TO: **NAME**
 Position Title

FROM: **CELEDONIO B. BALDERAS JR.**
 Schools Division Superintendent

SUBJECT: **DESIGNATION ORDER**

DATE:

1. In the exigency of the service, you are hereby designated as **DESIGNATION** of **SCHOOL/OFFICE**, City Schools Division of the City of Tayabas effective **DATE**, to perform the duties and responsibilities attached to the position and other related functions as may be assigned in addition to your current duties and responsibilities.
2. Please be guided accordingly.

Conforme:

Reference:
DepEd Job Functions
To be included in the 201 File

Tracking No. _____



Address: PotoI, Tayabas City
Telephone No.: (042) 785-9615 or (042) 710-0329
Email Address: tayabas.city@deped.gov.ph
Website: <https://depedtayabas.ph>



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

PROCESS FLOW CHART FOR THE ISSUANCE OF DESIGNATION ORDER

