



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

12 September 2025

DIVISION MEMORANDUM  
No. **628** s. 2025

**SUBMISSION OF DESIGNATION ORDER OF SCHOOL LIAISON OFFICER**

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

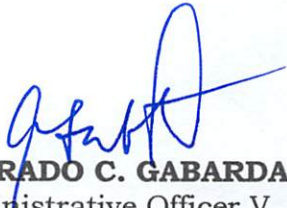
1. In reference to **Division Memorandum No. 215 s. 2025** dated March **26, 2025**, titled **Designation of Official School Liaison Officer** and in view of the issuance of **Division Memorandum No. 563 s. 2015** titled **School Assignments of Administrative Officer II and Administrative Assistant III** issued on **August 18, 2025**, all Public School Heads are hereby directed to **submit the name of their designated School Liaison Officer**.
2. For this updated submission, the School Head shall now serve as the Designating Authority for the school liaison officer subject to the approval of the Schools Division Superintendent, in accordance with the provisions of the **Division Memorandum No. 127, s. 2024** on the **Procedure for Issuing Designation Order**.
3. The official Liaison Officer, who must hold a **permanent, non-teaching position** shall perform the following functions outlined in the earlier memorandum, including:
  - a. Submit required reports and pertinent papers to the Schools Division Office;
  - b. Submit official communications;
  - c. Received and pick-up documents addressed to the school from the Schools Division Office-Records Unit;
  - d. Perform related duties.
4. The Designation Order must be:
  - a. Prepared in **two (2) original copies using the prescribed template**;
  - b. Duly **signed by the School Head** as the Appointing Authority;
  - c. Submitted to the Records Unit, c/o Ms. Olive Divinagracia on or before **September 17, 2025**.
5. The use of **Authorization Letters** remains applicable for representatives other than the School Head of the Liaison Officer, subject to proper identification. Templates for the Designation Order and the Authorization Letter can be accessed via this link <https://tinyurl.com/ms95y9pc>.

6. Immediate dissemination of this Memorandum is desired.

For:

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

By:

  
**CONRADO C. GABARDA**  
Administrative Officer V  
Officer-in-Charge

Encls.: Authorization Letter  
Designation Order

References: Division Memorandum No. 127 s. 2024  
Division Memorandum No. 215 s. 2025

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

**DESIGNATION**

OSDS Records Unit- submission of designation order of school liaison officer  
REC4BGNM-006232/September 12, 2025





Republic of the Philippines

## Department of Education

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

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### Office of the SCHOOL HEAD

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

**FROM:** NAME OF SCHOOL HEAD  
Position Title

**SUBJECT:** DESIGNATION ORDER

**DATE:** August 29, 2025

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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 **September 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**.

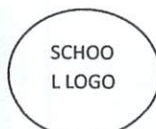
3. For your information and guidance.

Approved:

Conforme:

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

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



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  
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.

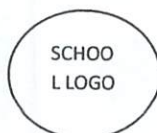
Very truly yours,

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: