



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

16 October 2025

DIVISION MEMORANDUM
No. 727 s. 2025

PROPER USE OF OFFICIAL POSITION TITLE OR DESIGNATION IN ALL COMMUNICATIONS

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

1. In the interest of ensuring professionalism, accuracy, and uniformity in all official correspondence, this Office reminds all teaching and non-teaching personnel to **use the official position title or designation** in all written and electronic communications.

2. Accordingly, all personnel shall ensure that the **position title or designation**, as indicated in duly approved **appointments, designation orders, or personnel records**, is reflected in all internal and external communications, including but not limited to:

- a. Official letters, memoranda, and reports;
- b. Accomplishment and evaluation forms; and
- c. Electronic correspondence and signatures.

The use of **abbreviated, informal, or outdated titles** is strictly discouraged to maintain uniformity, professionalism, and compliance with existing Civil Service and DepEd standards.

3. Immediate dissemination and strict compliance of this Memorandum is desired.

For:

CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

By:

HERBERT D. PEREZ
Assistant Schools Division Superintendent
Officer-in-Charge

Encl: As stated

References: ORA-OHRA 2025

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

POSITION TITLE

DESIGNATION

OSDS Personnel Unit – proper use of official position title or designation in all communications
PERCJGPO-002028 /October 16, 2025