



Republic of the Philippines  
**Department of Education**  
REGION VIII  
SCHOOLS DIVISION OF NORTHERN SAMAR

*Office of the Schools Division Superintendent*

October 6, 2023

**DIVISION MEMORANDUM**

No. 319 s. 2023

**USE OF DOWNLOADABLE FORMS AND TEMPLATES FROM THE OFFICIAL WEBSITE OF DEPED NORTHERN SAMAR DIVISION**

To: Assistant Schools Division Superintendent  
Chiefs, Functional Divisions  
Heads of Units/Offices  
Schools and District Heads  
All other concerned.

1. In an effort to streamline existing processes and make better use of our resources, as well as in consonance with our application with the Civil Service Commission for accreditation as Prime HRM Level III, this Office hereby mandates the use of downloadable forms and templates available at the official website of this Division, effective immediately, for all relevant procedures and submissions. As such this Office highly encourages that submissions using the above forms and templates shall be computerized.
2. This initiative is part of our ongoing efforts to improve efficiency and consistency across all functional divisions, units, and offices. Full cooperation and adherence are enjoined.
3. For immediate and wide dissemination.

**GAUDENCIO C. ALJIBE, JR., CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

**DepEd Northern Samar**  
**RELEASED**

By: 12/

Date: 10-9-23 01:40

