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|  | | <<DD/MM/YYYY>>ex 06 January 2022 |
| **Office Memorandum** | |  |
| **<<TITLE/SUBJECT>>** | | |
| To | **Schools Division Superintendent** | |

Date of release or approval; example 02 January 2022

Control number with year series (use TEAHub)

Officials concerned, policy proponents and implementers, and stakeholders

Title of the Memorandum;

Statement of the activity;

Objectives of the activity;

Target participants;

Contact details of the project proponent;

Closing statement for dissemination of the Memorandum (to regions and divisions concerned through email);

Signature of the Regional Director;

**Content should be in a bulleted format. Use Bookman Old style 11**

*Note: Please add the local number at the footer (to add double click the header then go to footer then add your local number. Initial of the chief/ heads/ place beside the position. Initial of ARD place at the beside Director’s Name.*

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|  | **ATTY. ALBERTO T. ESCOBARTE, CESO II**  Regional Director |

cc: division code-code

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