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|  | | <<DD/MM/YYYY>> ex 06 January 2020 |
| **Office Order** | |  |
| **<<TITLE/SUBJECT>>** | | |
| To | **Schools Division Superintendents** | |

Date of release or approval; example 06 January 2020

Control number with year series (use TEAHub)

Title of the OO;

Officials concerned, policy proponents and implementers, and stakeholders;

Statement of the policy;

Closing statement for the dissemination of the OO (within DepEd Central Office);

Signature of the Regional Director;

**Format should be in a bulleted. Bookman Oldstyle 11**

*Note: 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 |

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