



Republic of the Philippines  
**Department of Education**  
 REGION IX - ZAMBOANGA PENINSULA  
**SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY**

DepEd, Division of Zamboanga Sibugay	
<b>RECORD SECTION</b>	
NO: 591941	TIME: 3:53 PM
BY: /	DATE: 23 FEB 2026
<b>RELEASED</b>	

**Office of the Schools Division  
 Superintendent**

February 23, 2026

**DIVISION MEMORANDUM**  
 No. 117. s. 2026

**ADDENDUM TO DM 103 s. 2026 ON THE USE OF OFFICIAL LETTERHEAD FOR  
 OFFICE CORRESPONDENCE**

To: Assistant Schools Division Superintendent  
 Chiefs, CID & SGOD  
 Public Schools District Supervisors / District in Charge  
 Section Heads  
 Public School Heads  
 All Others Concerned

- Pursuant to DM 14, s. 2022 *DepEd Quality Management System Manual and Procedures and Work Instructions Manual*, this Office announces the **Submission of Quality Operations Manual (OM) and Creation and Enrolment of Forms/ Templates.**
- The additional information includes the reference code of the following documents:

Document	Reference Code	Code Definitions
Memorandum with Limited Circulation	<b>DIVISION MEMORANDUM</b> AAA-YYYY-000  e.g. <b>DIVISION MEMORANDUM</b> CID-2026-003	AAA – Functional Division Code OSDS – Office of the Schools Division Superintendent CID – Curriculum Implementation Division SGOD – School Governance and Operations Division  YYYY – year released 000 – number series
Division Memorandum for General Circulation	<b>DIVISION MEMORANDUM</b> No. 000 s. YYYY  e.g. <b>DIVISION MEMORANDUM</b> No. 001 s. 2026	000 – number series YYYY – year released
District Memorandum for General Circulation	<b>DISTRICT MEMORANDUM</b> No. 000 s. YYYY	000 – number series YYYY – year released



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Doc. Ref. Code	SDO-OSDS-F001	Rev	00
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**SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY**

	e.g. <b>DISTRICT MEMORANDUM</b> No. 001 s. 2026	
School Memorandum for General Circulation	<b>SCHOOL MEMORANDUM</b> No. 000 s. YYYY  e.g. <b>SCHOOL MEMORANDUM</b> No. 001 s. 2026	000 – number series YYYY – year released

3. In coding the document for control, reference, tracking and archiving (found at the bottom part of the memorandum), the same coding shall be observed.

*REFERENCE:*

*ENCL.: AS STATED*

*REFERENCE:*

*TO BE INDICATED IN THE PERPETUAL INDEX*

*UNDER THE FOLLOWING SUBJECTS:*

*ZS-AAA-DM-YYYY-MONTH-000 (number series)*

*INITIAL OF CHIEF/ YYYY-MONTH-DATE*

*e.g.*

*ZS-CID-DM-2026-02-001*

*RJR/2024-02-23*

4. The memorandum and other official correspondence shall use Size 11, Bookman Old Style.

5. For compliance with, guidance, and information of all concerned.

**VIRGILIO P. BATAN JR. CESO V**  
 Schools Division Superintendent

*Reference:*

*Encl.: As Stated*

*Reference:*

*To be indicated in the Perpetual Index*

*under the following subjects: QMS - Letterhead*

*ZS-CID-DM-2026-02-035*

*RJR2026-02-23*



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