



Republic of the Philippines
Department of Education
REGION I



FEB 02 2026

OFFICE MEMORANDUM

No. 33 s. 2026

MANAGEMENT OF DOCUMENTS FOR OFFICIAL TRANSACTIONS

To: Assistant Regional Director
Chiefs of Functional Divisions
Section/Unit Heads
All Others Concerned

1. This Office, through the Records Section issues this memorandum to ensure proper control, authenticity and compliance to Quality Management System (QMS) processes in handling office documents communications.

a. Certification of Photocopied Documents.

- All photocopies intended for official transactions must be certified by the Records Section.
- Personnel are required to present the original copy of documents to the Records Section for verification before photocopies are certified.

b. Receipt of Documents via Official Email.

- All communications received by functional divisions through their official email that are relevant to official office transactions must be forwarded to and received by the Records Section.
- The Records Section shall log these communications in accordance with QMS Requirements to ensure proper documentation and traceability.

2. This measure is implemented to ensure accuracy, traceability and maintain proper documentation standards across the office.

3. For information and guidance.

For the Regional Director:

RHODA T. RAZON
Director III



AD-RS/nbb/OM_ManagementofDocuments
February 2, 2026



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