



February 14, 2019

**DIVISION ORDER**

No. 001, s. 2019

**ALLOTMENT OF COMMUNICATIONS**

**RELEASED**  
 FEB 14 2019  
 DATE

TO: Assistant Schools Division Superintendent  
 Division Chiefs  
 Curriculum Implementation Division  
 School Governance and Operations Division  
 Public and Private Elementary and Secondary School Heads/TICs / OICs  
 Section / Units Heads & Non-teaching Personnel  
 All Others Concerned

1. To facilitate efficient organization of communications in the office and effective dissemination of such to the addressee, the following allotment shall be considered:

Allotment Number	Office / Unit	Number of Copies
1	Office of the SDS & ASDS	2
2	Division Chiefs	2
3	CID – EPS & PSDS	11
4	CID – LRMDS	2
5	CID – ALS	2
6	SGOD	10
7	Cluster Heads	6
8	Public Elementary School Heads/ OICs/ TICs	27
9	Public Secondary School Heads/ OICs/ TICs	14
10	Public SHS School Heads / OICs / TICs	12
11	Private Schools Kindergarten / Elementary	8
12	Private Schools JHS / SHS	2
13	Division Section Heads (OSDS)	8
14	As specifically stated in the Memo	XX

2. Provisions in Division Order No. 1, s. 2014 and Division Order No. 2, s. 2015 inconsistent with the above-mentioned allotment are hereby amended.

3. Widest dissemination of this Order is desired.

*Arlene G. Bermejo*  
**ARLENE G. BERMEJO, CESO VI**  
 Assistant Schools Division Superintendent  
 OIC – Office of the Schools Division Superintendent

Enclosure : None  
 Reference : Division Order No. 1, 2014  
 Allotment : 1-2-3-4-5-6-7-8-9-10-13

To be indicated in the Perpetual Index under the following subjects:

ALLOTMENT COMMUNICATIONS SUPERVISORS SCHOOL HEADS PERSONNEL

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