



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

June 16, 2020

DIVISION MEMORANDUM
No. 127, s. 2020

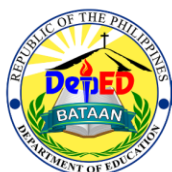
**ONLINE SUBMISSION OF INCOMING DOCUMENTS AND
COMMUNICATIONS TO SDO-BATAAN RECORDS OFFICE**

To: Assistant Schools Division Superintendent
Division Chiefs
Education Program Supervisors
Public Schools District Supervisors
Public Elementary, Junior and Senior High School Principals
Teaching and Non-teaching Staff
All Others Concerned

1. In compliance with the IATF guidelines in the workplace as well as public health and safety concerns, this Office informs all concerned that incoming documents and communications can be submitted online.
2. This is to ensure that all incoming documents will be received, tagged and processed in the Document Tracking System used by this Office, hence, all stakeholders can be assured that their documents will be processed.
3. The electronic form can be accessed through this online link:
<https://bit.ly/SDOBTN-RECORDS>
4. For the assurance of all clients, strict enforcement of RA 1075 - Data Privacy Act of 2012 for the security of all private and sensitive information and data is implemented.
5. Immediate and wide dissemination of this Memorandum is desired.

ROMEO ALIP, PhD, CESO V
Schools Division Superintendent

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June 15, 2020



“WE MOULD HEROES”

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