



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

SEP 23 2025

DIVISION MEMORANDUM

No. 410, s. 2025

**REQUEST FOR THE OFFICIAL EMAIL ADDRESSES OF SECONDARY SCHOOLS
AND DISTRICT OFFICES**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Public Secondary School Heads
All Others Concerned

1. This Office informs all concerned that, in line with the implementation of the approved Innovation Project titled "**Digital Records Tracking and Notification System**," there is a need to secure the official and active email addresses of all secondary schools and district offices within the Schools Division of Bataan.
2. The primary objective of the project is to provide a more efficient and systematic mechanism for sending notices and communications regarding the status of requested documents submitted to the Records Unit, as well as for monitoring of other incoming and outgoing documents.
3. The collected email addresses shall be used to update the official directory maintained by the Records Unit.
4. **All Secondary School Heads and District Supervisors** are requested to accomplish *Annex A* and submit the duly accomplished form to the SDO Bataan-Records Unit on or before **September 30, 2025**.
5. Immediate and wide dissemination of this Memorandum is desired.


CAROLINA S. VIOLETA, EdD, CESO V
Scho/District Schools Division Superintendent

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Annex A

Template for Submission of Official School Email Address

School/District	Official Email Address	Contact Number