



Republic of the Philippines
Department of Education
REGION I

SCHOOLS DIVISION OFFICE – CITY OF SAN FERNANDO (LA UNION)

MAR 25 2025

OFFICE MEMORANDUM

No. 024 s., 2025

SUBMISSION OF OFFICE FORMS

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Unit/Section Heads
All Others Concerned

PARTICULARS

1. To standardize office forms used in every office in the Schools Division Office, this office requests all offices to submit internal and external forms used in their respective offices for review and validation.
2. Forms must be uploaded online at <https://bit.ly/csfluOfficeform> on or before March 31, 2025. Soft copy (editable copy) is highly recommended to be uploaded. Kindly include signing authorities in the forms.
3. For your immediate information and dissemination.

SHEILA MARIE A. PRIMICIAS, CESO VI
Schools Division Superintendent