

Office Memorandum  
No. 305, s. 2019

TO: All Functional Divisions  
All Chiefs of Sections  
All Division Program Focal Persons

FROM: **MARILOU B. DEDUMO, Ph. D., CESO V**  
Schools Division Superintendent

SUBJECT: **FINALIZATION AND SUBMISSION OF THE FUNCTIONAL DIVISION OPERATIONAL  
MANUAL**

DATE: July 5, 2019

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1. In view of the finalization of the Division Quality Manual, all the Functional Divisions are hereby informed to submit the Operational Manual containing the following:
    - Functional Division Overview
    - Functional Division Organization Chart
    - Performance Competence Profile of the Personnel
    - Process Flow Cover Page
    - Process Flow of all Programs and Services
  2. For uniformity, all the above documents shall observe the following:
    - A4 size bond paper
    - Font Style- Arial Narrow
    - Font size - 12
    - Official Header and Footer
    - Or refer to the Document Control Team for other document requirements
    - All Functional Divisions shall use the same design of the compilation cover
  3. All the chiefs are hereby informed to double check all the processes along with the process owners on the requisites and related documents.
  4. Submission of the Functional Manual shall be on July 10, ready for the ceremonial signing on July 12.
  5. For immediate dissemination and compliance.

*osds/dedumo*

To be indicated in the Perpetual Index  
under the following subjects

OPERATIONAL MANUAL

SUBMISSION

OFFICE MEMORANDUM