

Republika ng Pilipinas  
(Republic of the Philippines)  
KAGAWARAN NG EDUKASYON AT KULTURA  
(DEPARTMENT OF EDUCATION AND CULTURE)  
Manila

August 12, 1975

DEPARTMENT MEMORANDUM  
No. 113, s. 1975

DISTRIBUTION OF DEPARTMENT ORDERS, MEMORANDUMS  
AND OTHER MATERIALS ISSUED BY THE DEPARTMENT  
OF EDUCATION AND CULTURE

To the: Area Directors  
Regional Directors  
Chiefs of Services/Offices/Units  
Coordinator, State Colleges and Universities

1. Department Orders, Memorandums and other materials issued by this Office will be distributed on the basis of the following:

Attachment 1 - All regional Departments of Education and Culture offices and units:

One copy for each of the Offices of the Secretary,  
the Undersecretary, and Assistant Secretaries

One copy for each of the Area Directors

One copy for each of the Chiefs of Services

One copy for each of the Division chiefs,  
special unit chiefs and unit or chiefs

Attachment 2 - Distribution to Division Chiefs Office of the Regional Director as follows:

One copy for the Regional Director

One copy for each of the Division chiefs

One file copy for the office

Attachment 3 - Distribution to Division Chiefs' Offices as follows:

One copy for the Division superintendent and the  
superintendent of the regional colleges

One file copy for each of the respective offices

2. It may be stated that copies of a resolution - order or memorandum - or other materials will be distributed strictly according to the allotments herein stated. Officials in charge of distributing the copies are therefore requested to take careful note of the allotment figures.

(SIGNED) JUAN L. ANTON  
Secretary of Education and Culture