Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF DASMARIÑAS
FRANCISCO E. BARZAGA INTEGRATED HIGH SCHOOL
BRGY. SAN JOSE, CITY OF DASMARIÑAS. CAVITE

19 Nov 2026

SCHOOL MEMORANDUM
No. 340, s. 2026

REITERATION OF GUIDELINES AND PROCEDURES FOR THE SUBMISSION AND REPRODUCTION OF SCHOOL DOCUMENTS

To: All Teaching/Non-teaching personnel
All Others Concerned

1. Pursuant to School Memorandum No. 149, s. 2026, dated June 11, 2026, entitled "*Guidelines and Procedures for the Submission and Reproduction of School Documents*," all teaching and non-teaching personnel are reminded to observe the prescribed policies and procedures governing the submission and reproduction of school documents. These measures aim to promote the proper management of school resources, minimize unnecessary expenses, and ensure the timely processing of reproduction requests.

2. For this purpose, the following provisions are hereby reiterated for the information and strict observance of everyone concerned:

   - All instructional materials intended for reproduction, including worksheets, modules, long tests, and examinations, must undergo proper review, proofreading, and signature verification by the appropriate signatories prior to submission to prevent unnecessary wastage of paper and resources.

   - To optimize the utilization of school resources, all documents shall be designed to maximize page space. Likewise, the accuracy of templates used for headers and footers in examinations and other school documents must be ensured. For single-page examinations, both a header and footer shall be included. For documents consisting of two (2) or more pages, the first page shall contain the header and footer, while succeeding pages shall display only the page number and total number of pages. Teachers are strongly encouraged to observe standard margins and use appropriate font style/sizes.

- To ensure the efficient use of resources, reproduction requests shall be accommodated only for quantities of more than thirty (30) copies, as reproducing a small number of copies may lead to the unnecessary waste of the master roll.

- All documents requiring mass reproduction must be submitted to Ms. May Lannie Bulabog at least one (1) week before their intended date of use. Individuals who fail to submit the required document within the specified timeframe will be responsible for photocopying the document themselves.

- Requests for the reproduction of examinations due to unforeseen circumstances will only be considered if accompanied by a letter of justification approved by the School Principal.

- Upon completion of the examination reproduction process, Ms. Bulabog will immediately notify the teachers.

- Original school documents submitted for reproduction will be retained and archived by the school.

- Standard ground wood paper is the material used for the reproduction of school documents. However, if there are forms that require white paper, we can adjust based on the availability of stock.

3. For strict compliance and immediate implementation.

JEFFREY D. PENALES
School Principal I