



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
SCHOOLS DIVISION OF IMUS CITY

9 Dec 2025

**DIVISION MEMORANDUM**  
No. 765, s. 2025

**ADDENDUM TO DIVISION MEMORANDUM NO. 528, S. 2025**  
**RE: DOCUMENT UPDATES FOR THE LESS PAPER SYSTEM**

To: OIC- Assistant Schools Division Superintendent  
OIC-CID Chief Education Supervisor  
OIC-SGOD Chief Education Supervisor  
Education Program Supervisors  
School Heads/OICs (All Public Schools)  
Records Custodian/Clerk  
All Others Concerned

1. Relative to Division Memorandum No. 528, s. 2025 dated August 29, 2025, titled **“Document Updates for the Less Paper System,”** this Office, through the Records Section, hereby announces the inclusion of additional documents to be uploaded in the Less Paper System. This initiative aims to further streamline document management and ensure proper electronic record-keeping.

2. For immediate implementation, the following documents must be uploaded and attached through the Less Paper System, regardless of their total page count (even if exceeding the standard seven [7] pages):

- a. All Letter Request addressed to the Schools Division Superintendent
- b. Letter/ Proposals requiring for Approval
- c. Compliance Reports

3. The following documents, however, must be submitted in hard copy to the Records Section, as they require physical signatures, proper validation, and supporting attachments:

- a. Work Financial Plan (WFP)
- b. Annual Implementation Plan (AIP)
- c. Project Procurement Management Plan (PPMP)
- d. Annual Procurement Plan (APP)
- e. Itinerary of Travel
- f. Canteen Report
- g. Program of Works
- h. 4Ps Report



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- i. Confidential Documents
  - j. Renewal of Job Order Contract Charged to MOOE Funds
  - k. Submission of Maternity Leave Application
4. All other provisions in the previous Memorandum remain in effect.
  5. For any questions or clarifications, please contact Rosa Irma B. Geda Administrative Officer IV/ Records Officer at (046) 419-8450 local 228 or email us at [records.imus@deped.gov.ph](mailto:records.imus@deped.gov.ph).
  6. Immediate and wide dissemination of this Memorandum is desired.

*for memorandum*  
**HOMER N. MENDOZA**

Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent 8

Encl.: *none*

Reference: *as stated*

To be indicated in the Perpetual Index  
under the following subject:

DOCUMENTS  
RECORDS  
REPORTS

ASU-Rbg-12/05/25