



Republic of the Philippines  
Department of Education  
Region III  
**SCHOOLS DIVISION OF BULACAN**

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March 23, 2026

To: Administrators of Private Schools  
All Others Concerned

In view of the recent change in leadership in the Regional Office, particularly the appointment of the new Regional Director, please be informed that there is a corresponding change in the authorized signatory for all Special Orders (SOs).

Effective immediately, all Special Orders shall be signed by the duly designated Regional Director, Tolentino G. Aquino.

It is strictly advised that signatories in all transactions and documents be addressed accordingly as follows:

**TOLENTINO G. AQUINO**  
Regional Director

Further, all concerned are reminded that the routine procedures for the processing of records for the issuance of Special Orders (see attached sheet) must be strictly complied with. All required documents should be properly organized and placed in the designated folder.

Also, there is no need to secure the signatures of the checking committee again, as this will be handled by SGOD Personnel.

All concerned personnel are hereby advised to update their documents and ensure full compliance with this directive.

For your information and guidance.

  
**CECILIA E. VALDERAMA, PhD, CESO VI**  
Schools Division Superintendent

**DIVISION LETTER**  
No. 40, s. 2026



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Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region III - Central Luzon  
Maimpis, City of San Fernando, Pampanga

ROUTINE PROCEDURES FOR PROCESSING OF RECORDS  
FOR ISSUANCE OF SPECIAL ORDER

R.S. No. \_\_\_\_\_

Date Received: \_\_\_\_\_

**NO ACTION WILL BE TAKEN ON PAPER WITHOUT THIS SLIP**

Name of Institution: \_\_\_\_\_

Location: \_\_\_\_\_

Course: SHS Acader

Number of Candidates: \_\_\_\_\_

Male: \_\_\_\_\_

Female : \_\_\_\_\_

1. For Verification of Form 18/Form 9/Form 137-A \_\_\_\_\_

2. For Evaluation of Records : \_\_\_\_\_

3. For indication of Special Order Number \_\_\_\_\_

4. For Typing \_\_\_\_\_

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DEPARTMENT OF EDUCATION  
Region III - Central Luzon  
Maimpis, City of San Fernando, Pampanga

ROUTINE PROCEDURES FOR PROCESSING OF RECORDS  
FOR ISSUANCE OF SPECIAL ORDER

R.S. No. \_\_\_\_\_

Date Received: \_\_\_\_\_

**NO ACTION WILL BE TAKEN ON PAPER WITHOUT THIS SLIP**

Name of Institution: \_\_\_\_\_

Location: \_\_\_\_\_

Course: SHS Academic

Number of Candidates: \_\_\_\_\_

Male: \_\_\_\_\_

Female : \_\_\_\_\_

1. For Verification of Form 18/Form 9/Form 137-A \_\_\_\_\_

2. For Evaluation of Records : \_\_\_\_\_

3. For indication of Special Order Number \_\_\_\_\_

4. For Typing \_\_\_\_\_