



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
DIVISION OF GENERAL TRIAS CITY  
**LUIS Y. FERRER JR. NORTH NATIONAL HIGH SCHOOL**

24 January 2023

**SCHOOL MEMORANDUM**  
No. 04, s. 2023

**SCHOOLS' OFFICIAL LETTER HEAD**

To: All Teaching and Non-Teaching Personnel

1. This office directs all personnel to adopt the official template for school letterhead to be used for School Year 2022-2023.
2. Attached herewith is the link for document file format that you may download for common reference.
3. Immediate and widest dissemination of this memorandum is highly desired.

  
**NANETH P. SALVADOR, EdD**  
Principal I

NSPS / SM NO. 04, S. 2023  
01/24/23



**Address:** Wellington Place, Phase VI, Pasing Camachile II, General Trias City, Cavite, Philippines 4107  
**Contact Numbers:** (046) 235-0632 / 09190664246 / 09177146495  
**Email Address:** [307823@deped.gov.ph](mailto:307823@deped.gov.ph)

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(Enclosure 1 to the SM No. 04, S. 2023, Schools' Official Letter Head)

File link: <https://bit.ly/3ZUOnxy>



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