



Republic of the Philippines  
Department of Education  
Region V – Bicol

**TANGGAPANG PANSANGAY NG CATANDUANES**

August 30, 2024

**DIVISION MEMORANDUM**

No. 410 s. 2024

**STREAMLINING TRANSACTIONS OF SCHOOL PERSONNEL  
IN THE SCHOOLS DIVISION OFFICE**

TO : Assistant Schools Division Superintendent  
SGOD & CID Chiefs and Personnel  
OSDS Unit Heads and Personnel  
School Heads and Personnel  
All Others Concerned


1. For operational efficiency and effectiveness in the Schools Division Office, and pursuant to DepEd Order No. 9, s. 2005 titled “Instituting Measures to Increase Engaged Time-On-Task and Ensuring Compliance Thereof”, the following schedule of transactions of school personnel and officials will be implemented in the Schools Division Office (SDO) starting September 2, 2024:

| Day       | Scheduled Group  |
|-----------|--|
| Monday    | Only exceptionally urgent transactions will be entertained since Monday will be spent for unit and management regular meetings |
| Tuesday   | For Zone 1 – Schools of San Andres and Virac Districts   |
| Wednesday | For Zone 2 – Schools of Bato, Baras, Gigmoto, San Miguel Districts   |
| Thursday  | For Zone 3 – Schools of Viga, Panganiban and Bagamanoc Districts   |
| Friday    | For Zone 4 – Schools of Caramoran and Pandan Districts   |

2. It is highly encouraged that only transactions involving submission of actual documents and/or face-to-face technical assistance be transacted at the SDO on the given schedule. Other transactions may be done through the channels in the SDO Catanduanes Division ManCom MS Teams or through email at [catanduanes@deped.gov.ph](mailto:catanduanes@deped.gov.ph).

3. It is hoped that consultation with the Schools Division Superintendent or Assistant Schools Division Superintendent by school personnel or official is resorted to only after assistance has already been sought from the school/district head, as the case maybe. This is in respect to the authority and responsibility inherent in the officials per governance level, apart from the numerous concerns attended to by the top management.

4. For information, guidance, and compliance.

  
**CECILE C. FERRO CESO VI**  
Asst. Schools Division Superintendent  
Officer In-Charge



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Office of the Schools Division Superintendent



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