

RELEASED

JAN 03 2017



Department of Education
Region III
DIVISION OF CITY SCHOOLS
Angeles City



By 21
DepED Angeles City
Division of City Schools

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January 3, 2017

DIVISION MEMORANDUM

No. 01, s. 2017

**REITERATION ON THE IMPLEMENTATION OF REGIONAL POLICY "NO
INDIVIDUAL FOLLOW UP ON CERTAIN REQUESTS"**

To: Heads, Public Elementary and Secondary Schools
All Others Concerned

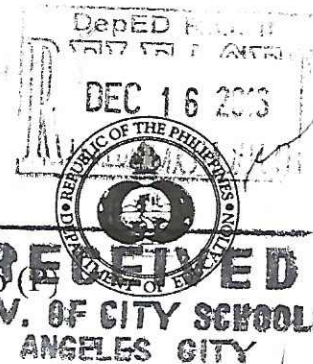
1. For the information and guidance of all concerned, enclosed is a copy of Regional Office Order No. 82, s. 2016. Reiteration on the Implementation of Regional Policy "No Individual Follow Up on Certain Requests".
2. For your guidance, information and wide dissemination.


LEILANI S. CUNANAN, CESO VI
Schools Division Superintendent



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III

Government Center, Maimpis, City of San Fernando (P)



Regional Office Order
No. 02 s 2016

Date: December 15, 2016

To: All Schools Division Superintendents
All Concerned

Reiteration on the Implementation of Regional Policy
"No Individual Follow Up on Certain Requests"

1. It has been observed that despite of previous issuances of the Regional Office regarding no individual follow up on certain request of teachers and employees, there are still clients going to this office to follow up their request.
2. This is to reiterate the implementation of previous issuances pertaining the matter, that only designated Division Liaison Officers are authorized to transact official business to this office.
3. Further, the Regional Office is now on its version I activity for ISO Certification with regard to process of official businesses, and the office is expected lesser individual follow ups.
4. The Regional Office staff will only entertain Official Division Liaison Officer to transact Official Business and all Division Offices are required to submit the names of said Liaison Officers with Xerox copy of their recent company I.D for easy identification.
5. For emergency cases which are an avoidable, the Regional Office staff may entertain clients i.e. teachers and school officials with an authority to transact official business issued by the Schools Division Superintendent, to avoid non-conformance with the "Time On Tasks" policy of the Department.
6. For strict compliance of this Order.

MALCOLM S. GARMA, CESO V
Director III
Officer-In-Charge
Office of the Regional Director

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