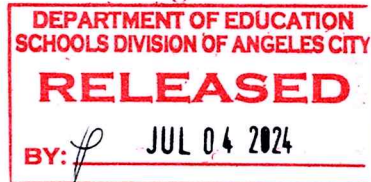




Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF ANGELES CITY



03 Jul 2024

DIVISION MEMORANDUM
No. 246, s. 2024

GUIDELINES ON THE RECEIPT, RELEASE AND DELIVERY OF OFFICIAL COMMUNICATIONS

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads of Public Elementary and Secondary School Heads
All Others Concerned

1 Please be informed of the attached **Regional Memorandum No. 469 s. 2024** "Guidelines on the Receipt, Release and Delivery of Official Communications", which highlighted that designated Liaison Officers may transact business at any regular working hour and day and that hand-carry of official communications by clients is strongly discouraged.

2. For immediate dissemination and strict compliance.

ENGR. EDGARD C. DOMINGO PhD CESO V
Schools Division Superintendent

Reference: *Regional Memorandum No. 469.s 2024*
To be indicated in the Perpetual Index under the following subjects:

GUIDELINES RECEIPT RELEASE AND DELIVERY OFFICIAL COMMUNICATIONS

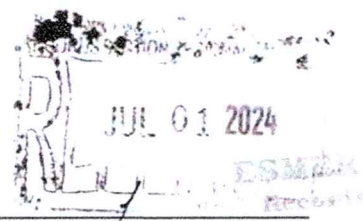
MCS/AOV/July 3, 2024



Jesus St., Brgy. Pulungbulu, Angeles City 2009
[\[045\] 901-9498/angeles.city@dened.gov.ph](mailto:(045) 901-9498/angeles.city@dened.gov.ph)



Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON



REGIONAL MEMORANDUM

No. 469, s. 2024

GUIDELINES ON THE RECEIPT, RELEASE AND DELIVERY OF OFFICIAL COMMUNICATIONS

To : Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

1. On July 10, 2020, Regional Memorandum No. 183, s. 2020, titled ADJUSTMENTS ON THE FRONTLINE BUSINESS PROCESSES IN THE REGIONAL OFFICE was issued by this office in response to DepEd Order No. 11, s. 2020 or the Revised Guidelines on Alternative Work Arrangements in the Department of Education During the Period of State of National Emergency due to COVID-19 Pandemic. The said Regional Memorandum served as a protection to health and safety of personnel while performing frontline services.

2. Considering the present state, such regional issuance is hereby superseded by these following instructions:

2.1 In the exigency of the service, guided by principles of urgency and efficiency in the receipt and release of official communications in the Regional and Schools Division Offices, designated Liaison Officers may transact business at any regular working hour and day.

2.2 Provision of service vehicles to designated Liaison Officers is encouraged to ensure protection of official communications while on transport.

2.3 Hand-carry of official communications by clients is strongly discouraged.

2.4 Actions taken on urgent personnel transactions, such as but not limited to: Travel Abroad, Transfer and Exchange Visitor Program (EVP) shall be emailed in advance to the official account of SDO concerned, copy furnished the Records Unit.

2.5 Ensure that outgoing communications are complete with signature of the Head of Office or duly designated Officer-In-Charge; correct attachment, if



Address: Matalino St. D.M. Government Center, Maimpis,
City of San Fernando (P)

Telephone Number: (045) 598-8580 to 89

Email Address: region3@deped.gov.ph

Website: <https://region3.deped.gov.ph/>



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Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON

there is any; stamped RELEASED and properly recorded by the Records Section/Unit of the originating office.

3. For strict compliance.

M
MAY B. ECLAR, PhD, CESO III
ME
Regional Director
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References: DepEd Records Management Operations Manual
To be indicated in the Perpetual Index
under the following subjects:

ADMINISTRATIVE
RECORDS

REC1
June 24, 2024

A

To send feedback
regarding any of
our services,
kindly scan the
QR Code.



Address: Matalino St. D.M. Government Center, Maimpis,
City of San Fernando (P)
Telephone Number: (045) 598-8580 to 89
Email Address: region3@deped.gov.ph
Website: <https://region3.deped.gov.ph/>

