



January 25, 2016

DIVISION MEMORANDUM

No. 25 s. 2016

**SCHEDULE OF OFFICIAL BUSINESS TRANSACTIONS IN THE
 SCHOOLS DIVISION OFFICE (SDO)**

To: Assistant Schools Division Superintendents
 Chief, SGOD/CID
 Public Schools District Supervisors
 Elementary and Secondary School Heads
 All Others Concerned

- To further improve customer satisfaction, the Schools Division Office (SDO) is releasing a schedule of official business transactions for the different sections and units effective immediately.
- The following is the schedule of elementary and secondary school heads in the follow-up of Human Resource Management and Development (HRMD) matters, liquidation and processing of Maintenance and Other Operating Expenses (MOOE), BIR Tax and Landbank matters to wit:

CD	Districts	Day	Alternate Day
CD I	(Aliaga, Cuyapo I & II, Guimba East and West, Licab, Nampicuan, Quezon and Sto. Domingo)	Tuesday	Wednesday
CD I CD II	(Talavera North and South, Aliaga)	Wednesday	Thursday
CD III		Thursday	Friday
CD IV		Friday	Tuesday

- The Public Schools District Supervisors (PSDS) are encouraged to transact business every Thursday and alternate day on Fridays.
- The following shall serve as guidelines in transacting business at the SDO:
 - This Memorandum shall serve as Travel Order of the school heads and PSDS in official business transactions at the SDO as per schedule.

b. The transaction of business and processing of financial matters and pertinent papers every Monday among all school and learning center officials is discouraged.

c. The Alternate Day may serve as substitute or additional day for the school heads. However, the use of alternate day and other day as per schedule requires Travel Order from the PSDS in the case of the elementary, while in the secondary, school heads may secure their TO from the ASDS.

d. Liaison officer may process, submit lacking documents or transact business for the schools as long as they are authorized by the school heads or PSDS to perform so.

e. SMS or text message or call as instruction from the SDO key officials can be used as a form of Advisory in calling the attention of the field, however, a Division Advisory duly signed by the head of agency, ASDS or immediate Chiefs is required and shall be released.

f. Classroom teachers and other school non-teaching personnel are not allowed to transact any business at the SDO without official travel, Memorandum, advise or instruction from this Office for safety purposes of those who will travel.

g. In extreme and emergency case where service is inevitable, personnel can travel even without official Travel Order as long as it is properly coordinated, consulted, conferred and allowed by the immediate superior.

5. For your information, guidance and compliance.



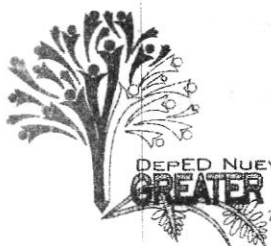
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Schools Division Superintendent

Reference: DepED Records Management Manual

To be included in the Perpetual Index
under the following subjects:

LIQUIDATION
PERSONNEL
PROCESSING
TRANSACTIONS

ESS_Memo_Transaction
OSDS_002_01_25_16



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