



DEP-ED-NUEVA ECIJA  
**RELEASED**  
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March 12, 2018

**DIVISION MEMORANDUM**  
 No. **57** s. **2018**

RECORDS SECTION

**OPERATIONALIZING THE NEW DEPED NUEVA ECIJA COMPOUND  
 LOCATED IN BRGY. RIZAL, SANTA ROSA, NUEVA ECIJA**

To: Assistant Schools Division Superintendents  
 Chiefs, Supervisors and Specialists of CID and SGOD  
 Public Schools District Supervisors  
 Public and Private Elementary School Heads/OICs  
 SDO Personnel  
 All Others Concerned

1. In view of the Office commitment to fast track delivery of quality and responsive services, the Schools Division Office (SDO) of DepED Nueva Ecija announces the full operation of the new DepED Nueva Ecija compound located in Brgy. Rizal, Santa Rosa, Nueva Ecija **effective March 19, 2018.**

2. The new DepED Nueva Ecija compound shall open the following offices:

**PAGCOR Building**

First Floor	Clinic, ALS, Library Hub, LRMS, Core and Component Learning Area Supervisors Offices
Second Floor	Financial Services (Budget, Accounting and Cashier)
Third Floor	SGOD and COA (soon)
Fourth Floor	BSP, Records Archive and Conference Room

**DepED Building**

First Floor	Supply Office and Medical Section
Second Floor	Stock Room and Dental Office

**Educational Facilities Building**

West Wing	Quarters and Educational Facilities Office
East Wing	Bodega and Canteen

3. The following are the operating guidelines for the opening of the new DepED Nueva Ecija compound:

- a. The abovementioned offices shall be operational and expected to serve its functions on Thanksgiving Service Day, March 19, 2018 at 8:00 in the morning.
- b. Moreover, to fast track and serve immediate concerns of all offices, the **frontline services** in the main building shall be operational with five public assistance desks (PADs) pursuant to RA 9485 or Anti-Red Tape Act. Representatives from different units and divisions namely office of the SDS, CID, SGOD, Administrative and Finance shall serve some delegated functions of their corresponding offices.

- c. All clients are advised to get transaction number in the frontline services first before directing and transacting business to the concerned office/s.
- d. All existing policies of the SDO such as “No Travel Order, No Transaction” policies are still on effect. Please review earlier Memorandum on Relocation of the new SDO.
- e. The Security Guard are instructed to use logbooks for the in and out of vehicles, transaction numbers and attendance of clients and employees.
- f. The Internal COA Office shall remain in the old SDO Building until such time that all necessary documents shall have been transferred and well accounted for.

**4. All aforementioned offices/units and personnel in the attached list are instructed to speed up their relocation and transfer of all files and equipment and directed to report on March 19, 2018 on Biometric basis for the full operation of the new DepED Nueva Ecija Compound.**

**5. For your information, guidance and compliance.**



**RONALDO A. POZON, Ph.D., CESO V**  
Schools Division Superintendent