

mem 4/4



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF BULACAN

MEMORANDUM No:

TO : All Division Teaching and Non- Teaching Personnel
FROM : Office of the Schools Division Superintendent
DATE : January 24, 2020
SUBJECT : No Individual Follow-up of Papers/ Request in the Regional Office

As per attached Regional Memorandum No. 010, s.2020, the Regional Office reiterates the implementation of Unnumbered Memoranda regarding "No Personal follow- up of papers/ request of teachers and employees of DepEd Region III" dated February 13, 2009 and May 28, 2009.

In view thereof, effective January 13, 2020, Mr. Jose Levy G. Santos is the designated Division Liaison Officer of SDO Bulacan to the Central Office, Regional Office, GSIS, Office of the Ombudsman and other government offices to forward and follow- up application requests of all teaching and non-teaching personnel. Hence, no teacher and employee will be allowed to transact business specifically at the Regional Office except for justifiable reason and with a travel authority approved by the Schools Division Superintendent.

For information, dissemination and strict compliance.

JHPascual
GERMELINA H. PASCUAL, CESO V
Schools Division Superintendent

Memorandum No. 007, S. 2020



Provincial Capitol Compound, Brgy. Guinhawa, City of Malolos, Bulacan
website: <https://bulacandeped.com> email: bulacan@deped.gov.ph

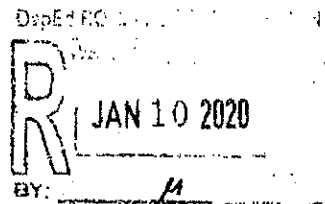




Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON

REGIONAL MEMORANDUM

No. 010 s. 2019²⁰



TO : ALL SCHOOLS DIVISION SUPERINTENDENTS
FROM : The Directorate
SUBJECT : Regional Policy on No Individual Follow-up of Papers/Request in the Regional Office
DATE : January 8, 2020

This Office reiterates the implementation of its issued Unnumbered Memoranda regarding "No Personal follow-up of papers/request of teachers and employees of DepEd Region III", dated February 13, 2009 and May 28, 2009. In compliance to the Time-On-Task policy of the Department, Schools Division Offices and the concerned Liason Officers must comply with the following:

- a. Submit to the Regional Office the name of Designated Liason Officer of the Schools Division Office;
- b. Designated Liason Officer of the Schools Division Office shall ensure that documents and/or request of teachers are forwarded to the Regional Office;
- c. Designated Liason Officer of the Schools Division Offices may submit and/or follow-up application request of teachers and non teaching personnel once (1) a week or as the need arises with the authority of the Schools Division Superintendent or his/her authorized representative; and
- d. Designated Liason Officer of Schools Division Offices shall be accountable for the delay of processing of documents/request, if the delay is due to the fault and negligence of the concerned Liason Officer.



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






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

The Regional Office shall have the following policies regarding this matter:

- a. The Administrative Division shall issue Identification Cards to the designated Official Liaison Officer of the Schools Division Office;
- b. Records Section Staff shall receive/release documents/request to Liaison Officer only except for one authorized by the Schools Division Superintendent;
- c. Regional Office staff shall not entertain personal follow-up of application/request
- d. Except for justifiable reason, personal follow-up of application/request, may be allowed, provided that:
 1. The Schools Division Superintendent (SDS) shall issue authority to the concerned employee, allowing him/her to transact business to the Regional Office. The no travel authority, no accommodation policy shall be strictly enforced, and;
 2. The designated Liaison Officer cannot perform his/her assigned task due to unavoidable circumstances.

This Memorandum shall take effect immediately.


NICOLAS T. CAPULONG, PhD, CESO V
Director III
Officer-in-Charge
Office of the Regional Director

ao2/pej06



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

