



DepEd-SDO of Bulacan Office of the SDS

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By: _____
Time: 10:45 am

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

REGIONAL MEMORANDUM
No. 086, s. 2021

DEPARTMENT OF EDUCATION
RECORDS SECTION, REGIONAL OFFICE NO. III
RECEIVED
By: _____ Date: 3/17

REITERATION OF REGIONAL MEMORANDUM NO. 010, S. 2020
(Regional Policy on No Individual Follow-Up of Papers/Request
in the Regional Office)

To: Schools Division Superintendents
All Others Concerned

1. Due to the increasing number of COVID-19 positive and confirmation that other COVID-19 variants had entered the country, this office reiterates the issued Regional Policy on No Individual Follow-Up of Papers/Requests in the Regional Office, effective immediately.
2. Personal and official transactions by the teachers and employees shall be forwarded to this Office through the SDO's Liaison Officer **only** who is from the Administrative Section (Records Unit of the Division).
3. No walk-in transactions from the Schools Divisions Offices and schools including the Implementing Units (IUs) will be entertained.
4. Designated LO of the divisions are requested to submit 2 x 2 ID picture, as this Office will issue them an Identification Card as official to transact business in the Regional Office proper.
5. The liaison officers are also requested to present their travel authority when they visit the RO for official business. They will only be allowed to transact with the Regional Records Section staff at the designated receiving and releasing area and they will not be allowed to enter the Regional Office premises.
6. For immediate and strict compliance

3/17/ord

Reproduction No. 061, s. 2021

ZENIA G. MOSTOLES, Ed.D., CESO V
Schools Division Superintendent
Schools Division of Bulacan

[Signature]
MAY B. ECLAR, Phd, CESO III
Regional Director

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