



Division Memorandum
No. 293, s. 2019

TO: All PSDS/DICs
All School Heads
All Teachers
All Division Office Personnel

FROM: *[Signature]*
MARILOU B. DEDUMO, Ph. D., CESO V
Schools Division Superintendent

SUBJECT: **"NO MORE TRANSACTION OF TEACHERS AT THE DIVISION OFFICE DURING CLASS DAYS"**

DATE: June 26, 2019

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1. Along with DepEd's thrusts and its mandate to maximize time-on-task, this Office hereby communicates one of its policies which is "No Transaction of Teachers at the Division Office During Class Days".
 2. For all Division Office Official Transactions, only the PSDS/DICs, School Heads and ADASs are authorized to transact.
 3. All teachers' concerns and transactions shall be coursed through the School Head then to the District Supervisor/In-Charge and the latter will forward the transaction to the Division Office.
 4. Wide dissemination of this memorandum to all concerned is desired.

cid/casa

References: _____

To be indicated in the Perpetual Index
under the following subjects

OFFICE TRANSACTION POLICY DIVISION MEMORANDUM