



Republic of the Philippines  
**Department of Education**  
REGION X  
**SCHOOLS DIVISION OF LANA DEL NORTE**

<b>DEPED LANA DEL NORTE</b>	
RECORDS SECTION CONTROL NO. <u>25922</u>	
<b>RELEASED</b>	
05 AUG 2024	12:00
DATE	TIME

5 August 2024

**DIVISION MEMORANDUM**

No. 353 s.2024

**POLICY ON THE WEEKDAY VISIT TO THE DIVISION OFFICE FOR  
OFFICIAL TRANSACTIONS**

To: **Assistant Schools Division Superintendent**  
**SGOD Chief Education Supervisor**  
**CID Chief Education Supervisor**  
**Public Elementary and Secondary School Heads**  
**Public Elementary and Secondary Teaching Personnel**  
**All Others Concerned**  
*This Division*

1. It has been noticed by this Office that a number of teaching personnel are coming over during weekdays to transact business at the Division Office hereby violating DepEd Order No. 9, s. 2005 re *Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith* and as such, this Office institutes **a policy of No Weekday Visit to the Division Office for all teaching personnel from Mondays to Fridays except for extreme urgent cases or as called upon by the Division Office.**
2. Official transactions of DepEd teaching personnel are to be carried out by their respective administrators, administrative officers or their administrative assistants assigned in their school or district.
3. Furthermore, school heads are advised to inform ahead the concerned DepEd division officials they are to transact with at the Division office and shall secure an official travel authority from or inform the Office of the Assistant Division Schools Superintendent or the Administrative Officer V of this Division before doing the transaction.
4. Transactions are to start from 3:30 p.m. until 5:30 p.m. at most.
5. Immediate dissemination of and strict compliance with this Memorandum is directed.

**EDWIN R. MARIBOJOC EdD, CESO V**  
Schools Division Superintendent

jmp-sgod



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