

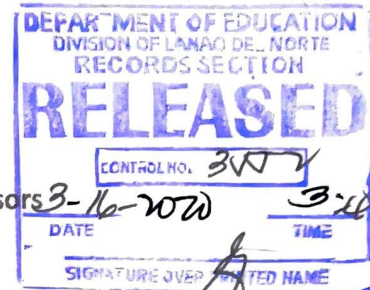


Department of Education  
Region X  
**LANAO DEL NORTE DIVISION**  
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**DIVISION MEMORANDUM NO. \_\_\_\_S. 2020**

**TO: Assistant Schools Division Superintendent**  
**Chief of Schools Governance Operations Division**  
**OIC Chief Curriculum Implementation Division**  
**All Education Program and Public Schools District Supervisors**  
**All Municipal Coordinating Principals**  
**All Teaching and Non-Teaching Personnel**  
*This Division*



*[Signature]*  
**FROM: EDILBERTO L. OPLENARIA, CESO V**  
Schools Division Superintendent

**DATE: March 13, 2020**

**SUBJECT: RELEVANT INSTRUCTIONS TO ENSURE SMOOTH SCHOOL OPERATIONS DURING SUMMER VACATION**

1. Relative to ensure prompt, effective, and efficient delivery of services to all clients, all School Heads are directed to ensure the full implementation of the following:
  - a. All unclaimed student records like the Report Cards, Certificate of Good Moral Character, Diploma/Certificate and F-137 shall be stored at the Records File Section, School Head's Office. This shall be done to ensure outright release of said documents once claimed by the learners. Student's Clearance shall not be a requirement as this Office fully implements the Zero Collection Policy.
  - b. All classroom keys shall be turned-over to the School Heads to be duly safekeep for security and safety purposes;
  - c. In the exigency of the service, and since the teachers are on vacation, as much as practicable, "No School Head is allowed to go on vacation or forced leave" except on Emergency Cases. Should there be a great necessity to file for sick leave, a School Caretaker shall be designated to be recommended by the School Head subject to the approval of the Schools Division Superintendent. This shall be done to ensure that all School transactions shall be attended to.
2. Strict compliance of this Memorandum is enjoined.

**#GO100**



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