



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



March 16, 2026

DIVISION MEMORANDUM

No. 168 s. 2026

SCHEDULING OF VISITS TO THE DIVISION OFFICE

To: Assistant Schools Division Superintendent
Division Chiefs
Section Heads
Administrative Officer II
Administrative Assistant II & III
Administrative Aide
All Concerned Personnel

1. This is to inform all Administrative Officer II (AO II), Administrative Assistant II and III (ADAS II & ADAS III), and Administrative Aide (ADA) that visits to the Division Office shall no longer be done according to their own planned schedules and shall instead follow the official monthly schedule prepared by the District Administrative Officers.
2. To ensure proper coordination and avoid congestion in the Division Office, all District Administrative Officers are hereby directed to prepare a **Monthly Schedule of Visits** for administrative personnel within their respective districts.
3. The following guidelines shall be observed:
 - a. Each district shall **prepare and submit a monthly schedule** of administrative personnel who will visit the Division Office.
 - b. **Only the personnel scheduled for the day** shall be allowed to visit the Division Office.
 - c. Each personnel shall be scheduled to visit the Division Office **only once (1) per month**.



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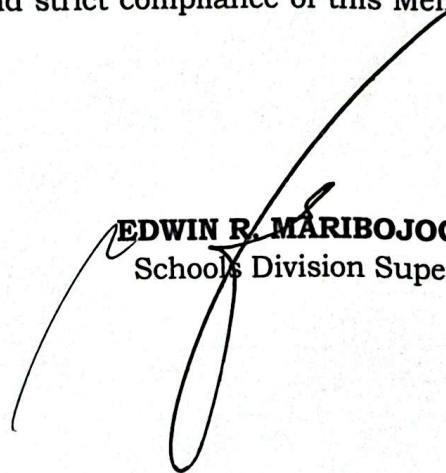
d. District Administrative Officers shall ensure that the schedule is **properly disseminated and strictly implemented** among all concerned personnel.

e. All submissions from every school must be **compiled at the District Office**, and the personnel scheduled for the day must bring all documents to the Division Office for submission.

f. In cases where documents are bulky, the corresponding transport or handling expenses may be charged to the schools' MOOE.

4. This measure is implemented to effectively manage the flow of personnel visiting and submitting the documents to the Division Office.

5. Immediate dissemination and strict compliance of this Memorandum is desired.


EDWIN R. MARIBOJOC, CESO V
Schools Division Superintendent