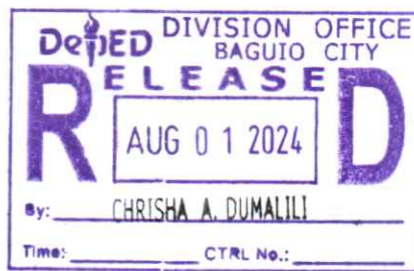




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION
 SCHOOLS DIVISION OFFICE OF BAGUIO CITY



July 31, 2024

OFFICE MEMORANDUM

No. **033-2024**

SCHEDULE FOR SUBMITTING DOCUMENTS TO THE REGIONAL OFFICE

To: ALL Chief Education Supervisors
 Public School District Supervisors
 Education Program Supervisors
 Section/Unit Heads
 Others Concerned

- To facilitate the submission of documents through the Administrative Services – Records Unit to the Regional Office, Wangal, La Trinidad, Benguet, the following shall be the schedule:

All Documents Brought to the Records Unit	Cut Off Time	Schedule to the Regional Office
Documents received from Monday to Tuesday	Tuesday, 12:30 p.m	Tuesday, 1:30 p.m
Documents received from Wednesday to Friday	Friday, 8:15 a.m	Friday at 8:30 a.m
Documents for submission via Email and DTS	Monday to Friday, 4:30 p.m	Monday to Friday 8:00 a.m to 4:30 p.m

- Given the specified schedules, office/sections are advised to consider these timelines in the preparation of documents for signing and submission.
- In the event that documents are not brought to the Records Unit on the schedule day, documents shall be submitted to the Regional Office on the next day of schedule.
- Alternately, if it is urgent and it needs to be submitted right away, the forwarding office/section/unit shall coordinate with any available driver for the day. If no vehicle is available, the focal person for the document will be responsible for submitting it to the Regional Office unless it can be submitted via email. Thus, travel expenses shall be for reimbursement subject to auditing rules and regulations.
- Immediate dissemination of this Memorandum is requested.

Digitally signed by Faculo Soraya Tudlong
 Date: 2024.07.31 15:54:29

SORAYA T. FACULO PhD, CESO VI
 Assistant Schools Division Superintendent
 OIC-Office of the Schools Division Superintendent

OSDS/NDE/acb

