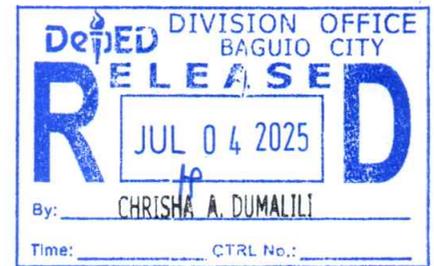




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION
 SCHOOLS DIVISION OFFICE OF BAGUIO CITY



July 04, 2025

OFFICE MEMORANDUM
 No. 049, 2025

**UPDATED SCHEDULE FOR SUBMISSION OF DOCUMENTS
 TO THE REGIONAL OFFICE**

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

1. In reference to Office Memorandum No. 033, s. 2024 - Schedule for Submitting Documents to the Regional Office, and in the interest of streamlining the submission of documents to the Regional Office, the following revised schedule shall be followed:

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

Note:

For **urgent documents** that do not fall within the specified schedule, the concerned office, section, or unit shall coordinate with the Administrative Section Personnel-in-Charge to check the availability of a driver for immediate dispatch to the Regional Office.

- This is also to reiterate that given the specified schedules, all office/sections are advised to plan accordingly in the preparation, processing, and routing of documents for signing and submission.
- All other provisions in Office Memorandum No. 033, s. 2024 shall remain in effect.
- Immediate dissemination of this Memorandum is requested for compliance.

SORAYA T. FACULO PhD, CESO VI
 Schools Division Superintendent

OSDS/NDE/acb

