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

DepED DIVISION OFFICE BAGUIO CITY
RELEASED
NOV 24 2026
By:
Time: CTRL No.:

November 24, 2026

OFFICE MEMORANDUM
No. 081, 2026

NOTICE ON THE REQUIRED PHYSICAL REPORTING OF DESIGNATED OSDS PERSONNEL EVERY FRIDAY UNTIL THE END OF CALENDAR YEAR 2026

To: Assistant Schools Division Superintendent
Section/Unit Heads
All Others Concerned

1. To ensure the continuous delivery of essential support services, timely processing of transactions, and availability of personnel to address urgent office concerns, designated personnel under the Office of the Schools Division Superintendent (OSDS), particularly those assigned to the following sections/units, are hereby directed to physically report to the office every Friday until the end of Calendar Year (CY) 2026:

a. Accounting
b. Budget
c. Cash
d. Personnel
e. Procurement
f. Records
g. Supply

2. All concerned personnel shall observe their prescribed flexible working hours and remain accessible and responsive in the performance of their respective duties and responsibilities. Section/Unit Heads shall ensure the physical presence of designated personnel every Friday and the uninterrupted delivery of essential services.

2. For information, guidance, and compliance.

SORAYA T. FACULO PhD, CESO V
Schools Division Superintendent

OASDS/STEjr/nde

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