



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL

Office of the Schools Division Superintendent

April 8, 2024

DIVISION MEMORANDUM

NO. 239, s. 2024

SCHEDULE OF TRANSACTIONS IN THE SCHOOLS DIVISION OFFICE

To: Chief Education Supervisors, SGOD and CID
Public Schools District Supervisors/Districts In-charge
Public Elementary/Secondary School Heads
Teaching and Non-Teaching Personnel
All Others Concerned
This Division

1. To enhance operational efficiency and simplify transactional procedures, this Office has implemented a schedule for transacting official business at the Schools Division Office effective April 11, 2024:

- First Congressional District: Every Tuesday and Thursday
- Second Congressional District: Every Wednesday and Friday

2. During regular class days, only liaison officers are authorized to engage in division transactions.

3. The School Heads and PSDSs/PSDICs shall designate a liaison officer among non-teaching staff, allowing him/her to travel and transact official business at the Division Office.

4. Authorized personnel must present their authority to travel to the blue guard before entering the premises for their transactions.

5. A certificate of appearance will be given by the staff from the receiving/releasing section upon presentation of the travel order.

6. In transacting official business at the Schools Division Office, the wearing of proper official uniform, including ID as stipulated in CSC Memorandum Circular No. 14, s. 1991 and CSC Memorandum Circular No. 25, s. 1991, is strictly observed.



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7. In accordance with DepEd Order No. 2, s. 2024, teachers are discouraged from personally submitting and retrieving documents to prevent disruption of classes. However, an exception is made for claiming provident loan checks, which is scheduled for release every Friday afternoon.
8. All school heads, teachers, and non-teaching personnel are required to be present in their respective schools on Mondays, unless under the following circumstances:
- a. attending trainings, seminars, and conferences;
 - a. dealing with emergency or urgent matters; and
 - b. on approved leave of absence.
9. Strict compliance is directed.

EDILBERTO L. OPLENARIA, EdD, CESO V
Schools Division Superintendent


MARY ANN M. ALLERA

Assistant Schools Division Superintendent
Officer In-charge

 Office of the Schools Division Superintendent

OSDS/ELO/mama/jlsr



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