



Republic of the Philippines
Department of Education
DIVISION OF MISAMIS ORIENTAL
Del Pilar-Velez St., Cagayan de Oro City
website: www.depedmisor.net



April 8, 2016

Division Memorandum
No. 174, 2016

REITERATING DIVISION MEMORANDUM NO. 357, S. 2015
Channeling of School Management-Related Development Update and Concern through
Short Messaging Service (SMS)

1. As this Division practices and values transparency and good governance and further appraises its human resource, both the teaching and non-teaching personnel including the school children and the community as partners for growth and development, this Office hereby initiates an avenue wherein both can channel their school management-related development update and concern through Short Messaging Service (SMS);
2. This initiative entitles everyone to channel and lobby their concern, e.g. suggestion, recommendation, complaint, comment, reaction, and other school management-related matter that needs immediate attention and action;
3. You can send it to the following mobile number **0917-899-2245 (Globe)**, indicating your:
 - a. Full Name
 - b. Designation
 - c. Official Station
 - d. Active e-mail address;
4. **For pupils and students**, kindly indicate your:
 - a. Full Name
 - b. Year Level and Section
 - c. Full Name of Class Adviser
 - d. Full Name of the School Head
 - e. School
5. **For parents and the community**, kindly indicate your:
 - a. Full Name
 - b. Full Name of the child
 - c. School where the child is enrolled

6. **For complaint**, kindly state:

- a. Full Name, Designation and Official Station of the Complainant
- b. Exact Date and Time of the Incident
- c. Narration of the Incident
- d. Full Name, Designation and Official Station of the Person Complained Of

7. Request for **travel order** shall be channeled through the mobile number **0917-899-2245**, indicating:

- a. Full Name
- b. Designation
- c. Official Station
- d. Date of Travel
- e. Destination
- f. Purpose
- g. Active e-mail address

Must be sent three (3) days before the scheduled travel and you will receive a text message (confirmation message) whether your travel request is approved or not,

8. Request for **leave** shall be channeled through the mobile number **0917-899-2245**, indicating;

- a. Full Name
- b. Designation
- c. Official Station
- d. Type of Leave
- e. Inclusive Date/s of Leave

Must be sent five (5) days before the leave of absence and you will receive a text message (confirmation message) whether your leave of absence is granted or not;

9. Tarpaulins indicating this project shall be posted in every elementary and secondary public schools in this Division;

10. Strict compliance to this Memorandum is hereby enjoined.


CHERRY MAE L. LIMBACO, Ph.D., CESO V
Schools Division Superintendent

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