



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region X – Northern Mindanao
DIVISION OF MISAMIS ORIENTAL
A. Velez St., Cagayan de Oro City



DIVISION MEMORANDUM
No. 380, s. 2016

TO: Public Schools District Supervisors
Districts In-Charge
Junior and Senior High School Heads
Elementary School Heads
This Division

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

RE: Transactions Through the District Office

DATE: August 30, 2016

-
1. Anent to DepEd Order No. 9, s. 2005, re: **Instituting Measures to Increase Engaged Time-on-Task** and Ensuring Compliance Therewith, and **to ensure quality in the school operation,...the physical presence of school heads in school shall be enforced** (DepEd Order No. 23, s. 2016), this office directs all elementary and secondary school heads to perform office transactions through their respective district offices.
 2. This is to reiterate Division Memorandum No. 354, s. 2016 entitled Proper Submission of Reports and Other Pertinent Documents Through the District Office that all required reports and other pertinent documents to be submitted to the division office shall be coursed through the district office; such as:
 - a) Form 7;
 - b) Instructional Supervisory Plan and Accomplishment Report;
 - c) Application for Vacation/Maternity/Sick Leave; and
 - d) Other Requests, Permits and Letters
 3. The Public Schools District Supervisors/Districts In-Charge, in turn will submit the same when they report to the division office during Mondays or when the need arises.
 4. For guidance and compliance.

CMLL/cbm