



Republic of the Philippines  
**Department of Education**  
 REGION II – CAGAYAN VALLEY  
 SCHOOLS DIVISION OF NUEVA VIZCAYA

07 September 2020

DIVISION MEMORANDUM  
 No. **199** s. 2020

**REQUESTS, FILING OR SUBMISSION OF REPORTS AND OTHER DOCUMENTS  
 TO THE DIVISION OFFICE**

To: Office of the Assistant Schools Division Superintendent  
 School Governance and Operations Division Chief  
 Curriculum Implementation Division Chief  
 Public Schools District Supervisors/Districts-In-Charge  
 Public and Private Elementary and Secondary School Heads  
 All Others Concerned

1. The Provincial Government has declared the entire province under Modified General Community Quarantine (MGCQ) status and the municipality of Solano under Modified Enhanced Community Quarantine (MECQ) until September 15, 2020 upon the recommendation of the provincial Inter-Agency Task Force due to confirmed increasing COVID-19 cases.

2. For the safety of all personnel from the field and SDO employees, please be informed that all requests, filing of reports and other documents to the Division Office is coursed through their respective district offices to be submitted to this Office with a one-time transmittal. This alternative procedure shall apply to the following documents/reports:

- a. Appointment papers
- b. Retirement papers
- c. Liquidation reports
- d. Reports for CID
- e. Reports for SGOD

3. Some requests for documents are done through online request using the following link <https://bit.ly/2ZhOF5Q> or <http://deped.in/LDcrtgi>, such as:

- a. Service Record
- b. Certificate of Employment
- c. Certificate of no pending administrative case &
- d. Other documents

4. Requests for GSIS and Pag-IBIG Fund Loans, the applicant should send a copy of his/her latest payslip to the FB Loan Account, SDONV Loan Verifier, to facilitate the approval of said loan.



**Address:** Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya  
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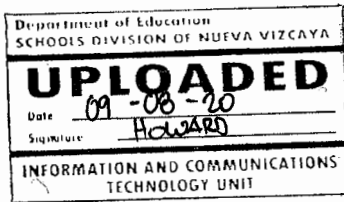
Doc Code:	<b>FM-OSDS-SDS-001</b>	Rev:	<b>01</b>
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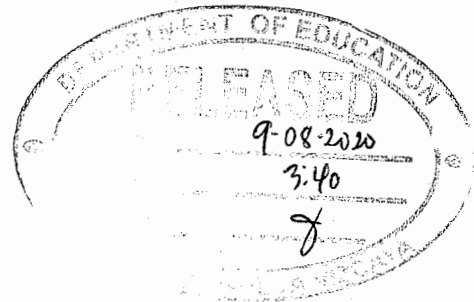


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5. For information and strict compliance.



  
RACHEL R. LLANA Phd CESO VI  
Officer In Charge  
Office of the Schools Division Superintendent



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