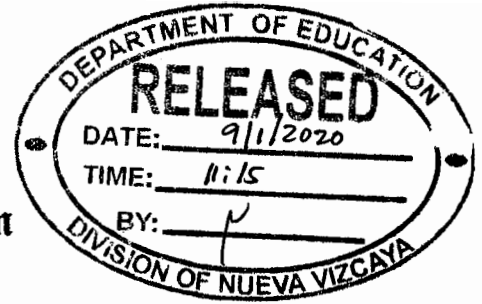




Republic of the Philippines
Department of Education
 Region II – Cagayan Valley
 Schools Division of Nueva Vizcaya



September 1, 2020

DIVISION MEMORANDUM

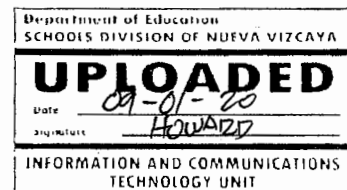
To: Office of the Assistant Schools Division Superintendent
 School Governance and Operations Division Chief
 Curriculum Implementation Division Chief
 Public Schools District Supervisors/District In Charge
 Public/Private Elementary and Secondary School Heads
 All others concerned

From: **RACHEL R. LLANA, PhD., CESO VI**
 Assistant Schools Division Superintendent
 Officer In Charge, Office of the Schools Division Superintendent

Date: September 1, 2020

SUBJECT: NEW STATION OF RECEIVING AND RELEASING OF COMMUNICATIONS/CORRESPONDENCES, REPORTS AND OTHER RECORDS AND DOCUMENTS

1. In observance with the health protocols during this time of COVID 19 Pandemic and for the safety of all SDO employees and clients, please be informed that the new station of receiving and releasing of all incoming and outgoing communications/correspondences, reports and other records and documents including releasing of checks is now at the hallway near the Security Guard station.
2. Effective today, all communications, reports, records and documents to be submitted to the records staff shall be accompanied with a transmittal indicating the name of the employee calling for the submission of reports in order to facilitate the receiving, recording and routing to concerned personnel/units/divisions.
3. For information and compliance.



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