



Republic of the Philippines
Department of Education

REGION I

SCHOOLS DIVISION OFFICE OF CITY OF SAN FERNANDO (LA UNION)

FEB 25 2025

Division Memorandum

No. 120 s 2025

SCHOOLS DIVISION OFFICE SCHEDULE ON SUBMISSION AND RETRIEVAL OF DOCUMENTS

To: **Assistant Schools Division Superintendent
 Principal/School Heads
 All others concerned**

1. To ensure the timely release and receipt of communications, especially those in the pigeon hole, this office thru the Records Section requests all concerned Personnel to submit and retrieved/pick up documents on the following schedule:

| | | |
|------------------|-------------------|---------------------------------|
| Monday | 1:00 pm – 4:00 pm | DepEd SDO employees |
| Tuesday – Friday | 8:00 am – 4:00 pm | DepEd SDO employees |
| Monday – Friday | 8:00 am – 5:00 pm | LGU's/Private Agency and others |

2. The Records Office will have ample time to process internal documents beyond 4:00 pm.

3. Compliance to this memorandum is desired.

SHEILA MARIE A. PRIMICIAS, CESO VI
 OIC-Schools Division Superintendent

"Sa Matatag na Panuntunan, Serbisyong Tapat Maaasahan"

Document Code: _____
 Reference No. : _____

