

Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

April 4, 2025


DIVISION MEMORANDUM

No. 337 s. 2025

**TEMPORARY LIFTING OF OFFICE TRANSACTION SCHEDULE BY ZONE
FROM APRIL 7 TO 16, 2025**

To: Assistant Schools Division Superintendent
SGOD & CID CES and Personnel
OSDS Unit Heads and Personnel
Elementary & Secondary School Heads/TIC
School-based Teaching & Non-Teaching Personnel
All Others Concerned

1. Due to transactions that need to be completed by school officials and other school personnel prior to and right after the End-Of-School-Year Rites, this Office hereby lifts the scheduled transactions at the Schools Division Office from April 7 to 11 and April 14 to 16, 2025.
2. All transacting school personnel are reminded, however, that Locator Slip/Travel Authority must be presented in the SDO office/s and that transactions must be made within office hours only --- not after 5 o'clock in the afternoon.
3. Transactions by zone shall resume on April 22, 2025 and as usual, transactions that are extremely urgent and important may be made on Mondays and other days, provided that there is a justification for it.
4. Compliance to this memorandum is desired.


CECILE C. FERRO CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



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