



Republic of the Philippines  
Department of Education  
Region V - Bicol  
TANGGAPANG PANSANGAY NG CATANDUANES

October 4, 2024

**DIVISION MEMORANDUM**  
No. 488 s. 2024

**NEW SCHEDULE OF TRANSACTIONS OF PERSONNEL IN THE SDO**

To: Assistant Schools Division Superintendent  
SGOD & CID Chiefs and Personnel  
OSDS Unit Heads and Personnel  
School Heads and Personnel  
All Others Concerned

1. In reference to Division Memorandum No. 410, s. 2024 "Streamlining Transactions of School Personnel in the Schools Division Office", this office announces the new schedule for the zonal transactions which is borne out of feedback from the different sectors of the SDO.

2. Effective October 7, 2024, the new schedule of transactions will be as follows:

Day	Scheduled Group of Personnel
Monday	Schools with exceptionally urgent transactions
Tuesday & Wednesday	Zone 1 and 2 – Schools of San Andres, Virac, Bato, Baras, Gigmoto and San Miguel Districts
Thursday & Friday	Zone 3 and 4 – Schools of Viga, Panganiban, Bagamanoc, Caramoran and Pandan Districts

3. For information, guidance and compliance.

**CECILE C. FERRO CESO VI**  
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