



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

March 17, 2021

DIVISION MEMORANDUM

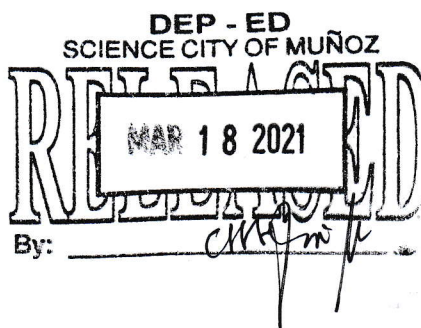
No. 110 s. 2021

REITERATION OF REGIONAL POLICY ON NO INDIVIDUAL FOLLOW-UP OF PAPERS/REQUEST IN THE REGIONAL OFFICE

To: **ALL CONCERNED**

1. This is in reference with Regional Memorandum No. 086, S. 2021 entitled Reiteration of Regional Memorandum No. 010, S. 2020 (Regional Policy on No Individual Follow-up of Papers/Request in the Regional Office) which is implemented effective immediately.
2. Personal and official transactions by the teachers and all other employees of this division shall be forwarded to the Records Unit for submission to the Regional Office through our Division Liaison Officer **only**.
3. No walk-in transactions shall be entertained by the Regional Office in all SDO's and schools including Implementing Units (IUs).
4. For immediate and strict compliance.

DANTE G. PARUNGAO, CESO VI
OIC- Schools Division Superintendent



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Loyal, Excellent, Accountable and Dedicated to Service

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