



Republic of the Philippines
Department of Education
Region XII
Division of Sarangani
Alabel



DIVISION MEMORANDUM No. 298, s. 2013

TO : **ALL DISTRICT HEADS, SCHOOL ADMINISTRATORS,
SCHOOL HEADS AND/OR OTHER PERSONS
PERFORMING AS SUCH**

FROM : 
ISAGANI S. DELA CRUZ, CESO V
Schools Division Superintendent

SUBJECT : **NEW POLICIES IN TRANSACTING BUSINESS AT THE
REGIONAL OFFICE**

DATE : October 3, 2013

Please be informed that as per Region Memorandum No. 0213, s. 2013, there are new policies in transacting business at the Regional Office, to wit:

1. Teachers and/or school heads transacting business at the Regional Office shall not be allowed during school/office hours unless a travel order was issued and signed by their respective superintendents or OIC, as the case maybe.
2. Upon arrival at the regional office, they shall be issued the visitor's ID ONLY IF they can present to the guard on duty their valid ID and travel order.

Strict compliance is required. Please be guided accordingly.

