




Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF TACLOBAN CITY

DIVISION MEMORANDUM

No. 042, S. 2022

TO : Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Senior Education Program Specialist
Education Program Specialist
All Others Concerned

FROM :  **MARIZA S. MAGAN, Ed.D., CESO V**
Schools Division Superintendent

DATE : January 31, 2022

SUBJECT : **UPLOADING AND PUBLICATION OF DIVISION
MEMORANDA ISSUED EVERYDAY**

1. This Division maintains a website at **sdotaclobancity.org** for the publication of issuances and other operation related activities.
2. All Program Coordinators, Education Program Supervisors, Senior Education Program Specialist and Education Program Specialist are enjoined to remember the following to ensure the uploading and publication of any Memorandum issued.
 - a. Two copies of the Division Memorandum will be kept by the Records Officer or his staff. One copy will be for the file of the Records and the other copy will be given to the Office of the ITO.
 - b. The ITO or her representative will harvest all Memoranda for publication at the Records Section **everyday at 2:00 o'clock in the afternoon from Monday to Friday** to give way for the scanning and uploading processes.
 - c. All Memoranda submitted to the Records Office after the 2:00 o'clock cut-off will be harvested by the ITO or her representative in the following day and if its Friday then the following Monday.
3. Compliance on this Memorandum is desired.



RELIEVED
Date: 1-31-22
Time: 2:11
