



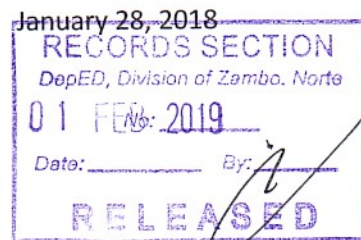
Republic of the Philippines  
Department of Education  
Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**  
Dipolog City 7100



OFFICE MEMO

To:

Public Schools District Supervisors  
Secondary Schools Head  
District Officer in Charge  
All other Concerned  
This Division

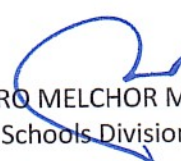


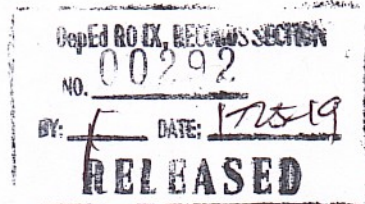
Enclosed is Unnumbered DepED Memorandum subject of which **“Requesting the Schools Division Offices to discourage teachers and teaching related officials and employees to follow up their papers in the Regional Office”** dated January 25, 2019 from DepED Regional Director Dr. Isabelita M. Borres.

Attention is invited to paragraph 1 and 2.

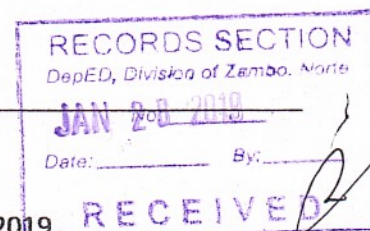
For information and strict compliance.

Very truly yours,

  
PEDRO MELCHOR M. NATIVIDAD, CSEE  
Schools Division Superintendent



Republic of the Philippines  
**Department of Education**  
Regional Office IX, Zamboanga Peninsula



Office of the Regional Director

January 25, 2019

MEMORANDUM

TO: All Schools Division Superintendents  
All Others Concerned  
This Region

FROM: DR. ISABELITA M. BORRES, CESO III  
Regional Director

DATE: January 25, 2019

1. In order to facilitate the smooth process and fast track application of ERFs, implementation of approved ERFs, conversion of Master Teacher and reclassification of school head positions, this Office is requesting the Schools Division Offices to discourage teachers and teaching related officials and employees to follow up their papers in the Regional Office so as not to disrupt their classes/work and processing of their documents in this Office as well.
2. This Office is also requesting that School Heads are not allowed to issue permit to travel to teachers and others concerned and discourage them also to bring something or bribing so as their papers will be facilitated ahead of the others.
3. Wide dissemination of the contents of this Memorandum is enjoined.
4. For information and strict compliance.