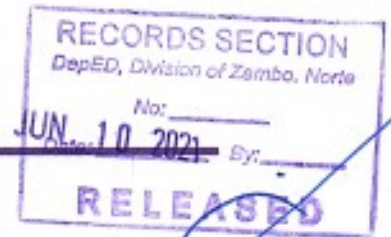




Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Division Memorandum No. 206, s. 2021

To: Public Schools District Supervisors/PICDs
Elementary/Secondary School Heads
All Others Concerned
This Division

From:  **MA. LIZA R. TABILON** EdD, CESO V
Schools Division Superintendent

Subject: **REINFORCING REGIONAL MEMORANDUM No. 199, s. 2021, re:
LIAISON OFFICERS, TEACHERS AND EMPLOYEES FROM THE
SCHOOLS DIVISION OFFICES WITH TRANSACTIONS TO DEPED
REGIONAL OFFICE IX**

Date: June 8, 2021

1. This has reference to the enclosed Regional Memorandum No. 199, series of 2021 re: "Liaison Officers, Teachers and Employees for the Schools Division Offices with transactions to DepEd Regional Office IX, which concerns field personnel transacting physically in said office amid the current travel and health restrictions, as well as the adopted transaction mechanism and work arrangement thereat.
2. The RO is currently under skeleton workforce, setting every Wednesday of the week as its schedule for entertaining clients face-to-face, and strictly imposing health and safety protocols upon transacting clients and employees alike.
3. In support thereto, this Office issues the following pronouncements, to wit:
 - i.) Unless a transaction badly requires physical presence, this Office highly discourages field personnel to transact face-to-face at the Regional Office during this time. As a reminder, all requests for travel to the RO shall pass this Office. The approval or denial of request to travel hinges on whether the nature and purpose of the transaction thereat is indeed requiring personal appearance, or otherwise.
 - ii.) It has been our system that hard copies of documents and papers, whether emanating from this Office or from the schools or districts, are mainly transmitted to the Regional Office via postage or mail. The Office of the Records Officer takes care of this matter. This Office favors due courting of requests and documents bound for the RO, through the SDO Records Officer, rather than accommodated by liaison officers.
4. The foregoing pronouncements are without prejudice to the transactions through our **online system (depedzn.net/helpdesk)** which the SDO has established for faster, more efficient means of doing official business during the pandemic.
5. Wide dissemination of this Memorandum is desired.

RECORDS/Liaison Officers, Teachers & Employees w/ transactions to DepED, RO-IX/DM 2-06102021

N-avigating
O-pportunities to
R-eengineer for
T-ransformation &
E-mpowerment



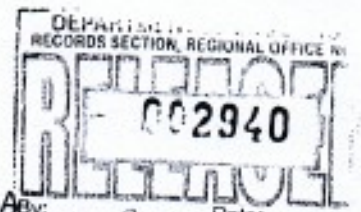
Capitol Drive, Estaka, Dipolog City, 7100
Tel No.: (065) 212-5843
e-mail address: zn.division@deped.gov.ph



"Be and Do Much Better Each Day
with a
Sense of Urgency"



Republic of the Philippines
Department of Education
REGIONAL OFFICE IX- ZAMBOANGA PENINSULA



25 MAY 2021

May 24, 2021

Regional Memorandum

No. 199 s. 2021

To: **Schools Division Superintendents**
Division Administrative Officers
This Region



**LIASON OFFICERS, TEACHERS AND EMPLOYEES FROM THE
SCHOOLS DIVISION OFFICES WITH TRANSACTIONS TO DEPED
REGIONAL OFFICE IX**

1. It has been observed that there are still teachers and employees transacting personally in this Office. Thus, in order to improve the delivery of our services in the Regional Office while implementing a skeleton workforce due to the increasing number of cases of COVID-19 in Pagadian City, we are directing you to advise them to facilitate their transactions through your designated Liason Officers.
2. For those teachers and employees who need to come to the Regional Office, please provide them with travel authority/ travel order otherwise they will not be entertained except for the retirees. Further, advise them that our schedule to accept them will be **every Wednesday of the week** most especially in the Payroll Services Unit, Administrative Division.
3. Furthermore, for the safety of our employees and in adherence to various IATF issuances, we will not accept any client without face shield and face mask, and whose body temperature is 37.5 ° and above. Likewise, continue to strictly implement Health Protocols in your office and schools as being the role model agency.
4. For information and strict compliance.

DR. ISABELITA M. BORRES, CESO III
Regional Director

cc.: Assistant Regional Director