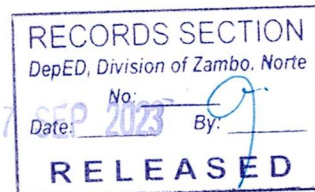




Republic of the Philippines  
**Department of Education**  
REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



**Office of the Schools Division Superintendent**

Division Advisory No. 81 s. 2023  
September 06, 2023

In compliance with DepEd Order (DO) No. 8 s. 2013  
This advisory is issued not for endorsement per DO 28, s. 2001,  
But only for the information of DepEd officials,  
Personnel/staff, as well as the concerned public.  
(Visit [www.depedzn.net](http://www.depedzn.net))

**CUT- OFF TIME IN RECEIVING DOCUMENTS**

Please be informed that effective Monday, September 11, 2023 there will be a cut-off time in receiving documents at the Office of the Schools Division Superintendent until 3:30 p.m everyday except for urgent matters.

To clarify, urgent matters refer to those that require immediate action or attention due to their time-sensitive nature. Non-urgent documents must be submitted before the said time.

All employees are requested to observe this policy.

For your information and guidance.

OSDS/mdc/Adv- 2023 Advisory on Cut-off time in receiving documents at the OSDS/ September 06, 2023

*[Handwritten signature]*



Address: Capitol Drive, Estaka, Dipolog City 7100  
Email: [zn.division@deped.gov.ph](mailto:zn.division@deped.gov.ph)  
FB: DepEdTayo- Schools Division of Zamboanga del Norte

Tel. No.: (065) 212- 5843  
Website: [www.depedzn.net](http://www.depedzn.net)