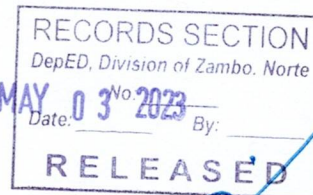




Republic of the Philippines
Department of Education

REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Office of the Schools Division Superintendent

May 3, 2023

Division Memorandum
No. 139, s. 2023

**FIELD-SCHOOLS DIVISION OFFICE (SDO) COURSE OF BASIC COMMUNICATION
FOR EASE OF TRANSACTION**

TO: Assistant Schools Division Superintendents
CID and SGOD, Chief Education Supervisors
Public Schools Division Supervisors/PICDs
School Heads
This Division

1. With the enabling mechanism of the **Division Education Development Plan 2022-2028, PREMIER**, relative to the reengineering of educational services for efficiency in the delivery of services, this division issues the **FIELD-SCHOOLS DIVISION OFFICE (SDO) COURSE OF BASIC COMMUNICATION FOR EASE OF TRANSACTION**.
2. The objective of this issuance is to provide field offices ease in basic communication such as but not limited to application for leave, reinstatement, change of status, request for payroll integration, other related claims, and similar transactions.
3. This division shall designate a **CLUSTER COMMUNICATION COORDINATOR (CMC)** from among the Administrative Officers II within the cluster, whose dedication and commitment is beyond reproach, to take care of basic communication from the field to SDO.
4. Further, VIBER shall be the official platform of communication where basic communication will be coursed through. However, this division may designate other online platforms when needed or when VIBER is not applicable.
5. Furthermore, this division shall provide communication allowance to the CMCs in accordance with this division's policy, s subject to the usual government auditing and accounting procedures.
6. Enclosed is the flow of Field-SDO course of basic communication for ease of transaction.



Address: Capitol Drive, Estaka, Dipolog City 7100
Email: zn.division@deped.gov.ph
FB: DepEd Tayo- Schools Division of Zamboanga del Norte

Tel. No.: (065) 212- 5843
Website: www.depedzn.net



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7. This issuance shall take effect immediately upon its approval and publication.
8. For information, guidance, dissemination, and compliance.

ROY C. TUBALLA EMD, JD, CESO VI
Schools Division Superintendent

*Encl: As Stated
P&R/LAP/DM-fSDOcomFlow
08-05032023*



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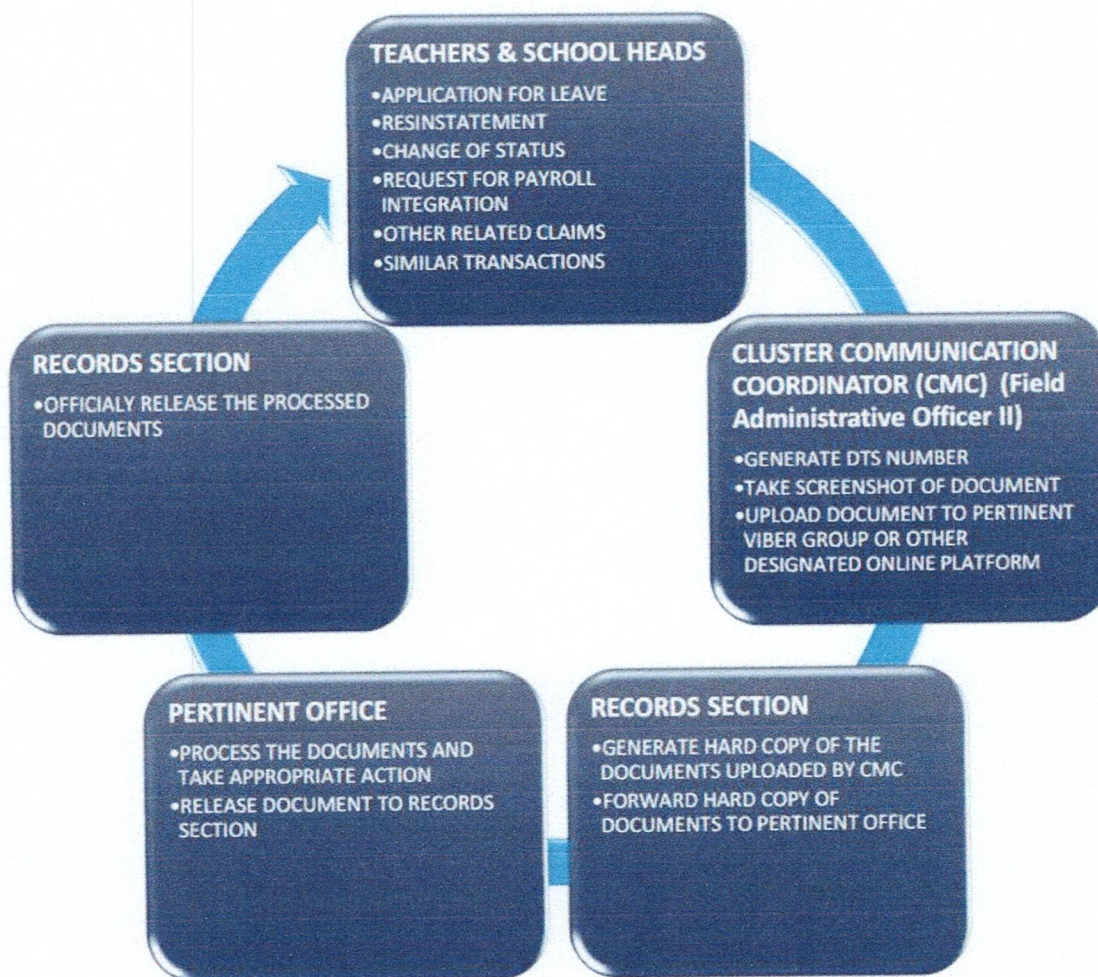
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Enclosure to DepEd Division Memorandum No. 139 s.2023

**FIELD-SCHOOLS DIVISION OFFICE (SDO) COURSE OF BASIC COMMUNICATION
FOR EASE OF TRANSACTION**

Stated below is the course of communication from the field to the SDO:



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