



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

20 FEBRUARY 2020

DIVISION MEMORANDUM

No. 040 s. 2020

**IMPLEMENTATION OF CUT-OFF TIME FOR RECEIVING OF EXTERNAL
DOCUMENTED INFORMATION**

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. To ensure that all documents are properly recorded and forwarded to concerned units within office hours, the Records Section will be implementing a cut-off time on the receiving of external documented information.
2. Effective February 24, 2020, cut-off time shall be at 4:30 in the afternoon. External documented information received beyond the cut-off time shall be forwarded to concerned units/offices for action the next working day.
3. For ease of transaction, the field is also requested to indicate in the document to be submitted the respective Document Number (Doc. No.) generated by the Data Tracking System.
4. Strict compliance of this memorandum is desired.

ANIANO M. OGAYON, CESO V
Schools Division Superintendent



Brgy. PotoI, Tayabas City



(042) 710-0329 or 797-0773



tayabas.city@deped.gov.ph



tayabas.depedr4a.net

