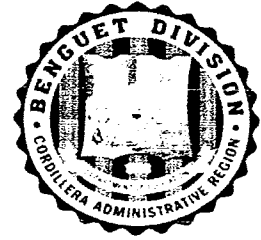




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BENGUET
Wangal, La Trinidad, Benguet
telefax: (074) 422-6570; (074) 422-7501



March 6, 2018

DIVISION MEMORANDUM

No. 065 s. 2018

TO: Chiefs of CID and SGOD
Education Program Supervisors
Public Schools District Supervisors/Coordinating Principals
Elementary and Secondary School Heads
All Others Concerned

MAR 15 2018

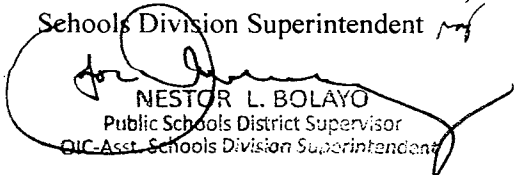
SUBJECT: INTERNAL GUIDELINES ON IMPROVED/SIMPLIFIED COMMUNICATION BETWEEN/AMONG THE SCHOOLS DIVISION OFFICE, FIELD OFFICES AND SCHOOLS

As part of the mechanisms in improving, simplifying and streamlining the communication system between/among the Schools Division Office (SDO), field offices and schools to reinforce the continuous improvement efforts geared towards the realization of the DepEd's vision, mission, goals and strategic priorities, these internal guidelines are hereby issued, to wit:

1. The 'pigeon holes' of secondary schools, which serve as channels for disseminating hard copies of memoranda and other communications, shall be transferred from the Division Office to their respective district offices otherwise known as Schools Division of Benguet-Field Offices even as all division memoranda, advisories, official notices and the like shall be timely posted in the division website, www.depedbenguet.com. Such being the case, school heads in the elementary and secondary level shall secure hard copies of important communications from their respective Field Offices.
2. All accomplishment reports, except financial reports and other urgent matters involving appointments or personnel actions, shall be coursed through the PSDS /District Head for consolidation and eventual submission to the SDO. In this way, only consolidated reports from the 14 districts will be submitted to the SDO, minimizing in the process the volumes of documents reaching the division.
3. Each PSDS/District Head shall find appropriate means of immediately disseminating important information/communications to all elementary and secondary schools. The conduct of a regular district staff meeting and special meetings, as the case may be, involving all elementary and secondary school heads is therefore encouraged.
4. Appointment papers, pertinent documents and other urgent matters shall be directly submitted to the SDO by the concerned school head. However, the District Head/In-charge shall still be informed of such transactions.
5. In the case of school-based training/activity design prepared by a teacher, the approval by the school head would suffice. If this is prepared by the school head, the approval by the PSDS/District Head would suffice. In like manner, district-wide training/activity design or which involves cluster of schools prepared by a teacher shall be recommended by the school head and approved by the PSDS/District Head. Only district-wide training/activity design or which involves clusters of districts shall be submitted to the Schools Division Office for approval.
6. Proposals for innovations, action researches, income generating projects and the likes shall still be subject for approval by the Schools Division Superintendent after careful review by the concerned members of the district level committee as has been the usual practice and in accordance with existing guidelines.

Immediate and wide dissemination of this memorandum is desired.

MARIE CAROLYN B. VERANO, CESO VI
Schools Division Superintendent


NESTOR L. BOLAYO
Public Schools District Supervisor
DIC-Asst. Schools Division Superintendent

To be indicated in the *Perpetual Index*
under the following subjects:
INTERNAL POLICIES
Flow of Communication
Submission of Report