





Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF BENGUET
Wangal, La Trinidad, Benguet



Division Memo No. 101 s. 2020

TO: Elementary and Secondary School Heads
School Bookkeepers (Non-IUs)
All Others Concerned

FROM:  **BENILDA M. DAYTACA, EdD, CESO VI**
Assistant Schools Division Superintendent 
Officer In-Charge – Office of the Schools Division Superintendent

SUBJECT: SCHEDULE OF SUBMISSION OF REPORTS AT THE FINANCE SECTION

DATE: May 18, 2020

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1. The Department of Education –SDO Benguet adopted Alternative Work Arrangement per Section 3. 4 of the IATF Resolution on the Guidelines for Areas under General Community Quarantine and CSC Memorandum Circular 10, s. 2020.
 2. In order to maintain social distancing, the Finance Section are on a Skeleton (Skeletal) Workforce during the declared General Community Quarantine (May 18-31, 2020). Hence, it is advised that submission of Finance related reports and concerns shall be scheduled as follows;
Mondays – Atok, Bakun and Bokod Districts
Tuesdays – Bakun, Itogon I, Itogon II, Kibungan, La Trinidad, Mankayan and Tuba Districts
Wednesdays – Atok, Bokod, Kabayan, Kapangan, Kibungan, Sablan, Tuba and Tublay Districts
Thursdays – Buguias, Itogon I, Kabayan, Kapangan, Mankayan and Tublay Districts
Fridays – Buguias, Itogon II, La Trinidad and Sablan Districts
 3. It is also advised that on your scheduled date, all other transactions shall be done on the same day.
 4. Immediate dissemination of this memorandum to all concerned is enjoined.