



Republic of the Philippines  
Department of Education  
**REGION I**  
SCHOOLS DIVISION OF VIGAN CITY

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

No. 24, s.2024

**INSTITUTIONALIZING THE CUT-OFF TIME WITHIN THE SCHOOLS DIVISION OFFICES PROPER OF SDO VIGAN CITY**

To: Office of the Assistant Schools Division Superintendent  
CES, SGOD  
CES, CID  
Section and Unit Heads  
All SDO Proper Personnel

1. The Department of Education in Vigan City proper aims to improve efficiency and streamline operations to maximize government service in relation to the Ease of Doing Business Act.
2. Establishing a cut-off time ensures that personnel can manage their workload efficiently, prioritize urgent task and maintain the accuracy and quality of our services in the office.
3. In this regard, this Division, through the issuance, implements a standardized Daily **Cut-off Time** for receiving and releasing of official documents, effective **August 5, 2024**.
4. The cut-off time for receiving and releasing of official documents in all offices is set at **3:00 PM**. However, in exceptional cases where document needs urgent attention, no cut-off time shall be instituted.
5. All documents submitted after the cut-off time shall be stamped received the following day. Same document shall be accepted by the receiving offices in the Data Tracking System (DTS) first hour the following day.
6. Wide and immediate dissemination of this memorandum is desired.



**VILMA D. EDA, CESO V**  
Schools Division Superintendent



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