



2506-1248

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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 364 s, 2025

**REITERATION OF DIVISION MEMORANDUM NO. 020 s. 2024
(INSTITUTIONALIZING CUT OFF TIME IN DEPED VIGAN)**

To: Assistant Schools Superintendent
CES, SGOD
CES, CID
Public and Private School Heads
All SDO Personnel
All Teaching/Non-Teaching Personnel

1. The Department of Education in Vigan City issued Division Memorandum No. 020, s. 2024 to improve efficiency and streamline operations in the Records Unit and maximize service in the government in relation to the Ease of Doing Business Act.
2. This office reiterates the following cut off times in the Schools Division Office:
 - a. The cut-off time for receiving official documents in all offices is set at 4:00 PM.
 - b. All documents submitted after the cut-off time will be received the following day.
 - c. The releasing of official documents to requestors, units, functional divisions, and schools shall be within the cut-off time at 4:00 PM.
 - d. Teaching personnel whose official time is beyond the cut-off time shall be exempted.
 - e. In cases where a document is tagged by the Schools Division Superintendent as urgent, and other urgent cases, no cut-off time shall be instituted.
3. Delayed submissions are not considered urgent, unless ordered by this office. All are instructed to submit documents within the deadlines required by official issuances, by the Citizen's Charter or as required by law.
4. Immediate dissemination of this memorandum is desired.



Vilma D. Eda
VILMA D. EDA, CESO V
Schools Division Superintendent



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