



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM
No. 236, s. 2020

April 13, 2020

**SUBMISSION OF DOCUMENTS IN THE DIVISION OFFICE DURING THE
ENHANCE COMMUNITY QUARANTINE (ECQ) PERIOD**

To: Chief Education Supervisors (CID&SGOD)
Public Schools District Supervisors
All School Heads (Public and Private Schools)
School Clinic Teachers/In-Charge
School DRRM Coordinators
All Others Concerned

1. With reference to Division Memorandum No. 234, series of 2020 entitled Supplementary Guidelines in Implementing DepEd Regional Memorandum No. 18, series of 2020 and Executive Order No. 26, series of 2020 by the Honorable Governor of Davao del Sur and Division Memorandum No. 221, series 2020 entitled Protocol and Guidelines on Workweek Arrangements and Other Instructions for Department of Education Digos City Division Personnel and to the Transacting Public, is hereby reiterated. This Office hereby directs the above-captioned personnel on the submission of documents in the Division Office during the Enhanced Community Quarantine (ECQ) period.
2. Submission of communications, reports and other documents shall be received thru the DepEd Digos City email address, digos.city@deped.gov.ph except for the following documents that has to be submitted in soft (thru email) and hard copies, to wit;
 - a. Documents for salary and salary differential claims with its supporting documents
 - b. Request for Cash Advance (RCA) and its attachments
 - c. Daily Time Record (DTR) and its attachments
 - d. Reinstatement documents
 - e. Leave Form (CSC FORM 6)
 - f. Application for Permit (For Private Schools)
3. For submission thru email of the daily time record (DTR) of teachers and non-teaching personnel in school, it shall be submitted per school and DTR for Division Office Personnel will be submitted in per unit.
4. The above listed documents shall **ONLY** be accepted if packed/placed inside a sealed plastic envelope.



5. For your information and compliance.



CRISTY C. EPE
Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION
RELEASED 57614
DATE: APR 13 2020 TIME 3:04
BY: f



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