



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

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT


01 October 2020


DIVISION MEMORANDUM
No. 463, s. 2020

**IMPLEMENTATION OF DROP BOX SYSTEM FOR ALL
DOCUMENTS SUBMISSION TO DEPED RO XI**

To: **ALL SCHOOLS DIVISION OFFICE TEACHING,
TEACHING-RELATED AND
NON-TEACHING PERSONNEL**

1. Pursuant to the unnumbered Memorandum dated 28 September 2020 issued by Evelyn R. Fetalvero, Assistant Regional Director, Officer-in-Charge of the Office of the Regional Director, Department of Education Region XI Office, Davao City with the subject **"IMPLEMENTATION OF DROP BOX SYSTEM FOR ALL DOCUMENTS SUBMISSION TO DEPED RO XI"**, you are hereby informed that the Department of Education, Region Office XI, Davao City is implementing the **Drop Box System** of all documents effective September 29, 2020 for the safety of the receiving RO personnel.
2. Personnel from this office who will submit documents to the DepEd Regional Office are enjoined to properly label their submitted documents that is sealed in an envelope bearing on the front face with the complete name of contact person, complete address, contact numbers and email address.
3. Actions and feedbacks on the submitted documents shall be sent by the RO personnel to the email address of the concerned party within two (2) days after its submission through the Drop Box.
4. For immediate dissemination and appropriate guidance.


CRISTY C. EPE
Schools Division Superintendent

DepEd Schools Division Office of Digos City
RECORDS SECTION
RELEASED
20-62903
DATE: 02 OCT 2020 TIME: 9:47 AM
BY: 





Republic of the Philippines
Department of Education
 DAVAO REGION

SCHOOLS DIVISION OFFICE
 RECORDS SECTION
RECEIVED
 DATE: 30 SEP 2020
 BY: *[Signature]*
 62909
 12:52 PM

Office of the Regional Director

MEMORANDUM

To : Assistant Regional Director
 Schools Division Superintendents / OIC-SDSs
 Chiefs, Regional Office Divisions
 All Others Concerned

Subject: IMPLEMENTATION OF DROP BOX SYSTEM FOR
 ALL DOCUMENTS SUBMISSION TO DEPED RO XI

Date : September 28, 2020

With the latest figures on COVID-19 infection from the Department of Health in Region XI, the rise of cases was evident. While the situation in Davao City has been justly manageable, residents and visitors are strongly urged not to be complacent and to adapt with the new normal and strictly comply with the safety protocols.

DepEd Order No. 11, s. 2020, otherwise known as Revised Guidelines on Alternative Work Arrangements in DepEd during the Period of State of National Emergency due to COVID-19 Pandemic, Item No. 3 stated that as one DepEd family, we protect the health, safety, and well-being of all learners, teaching, and non-teaching personnel during the period of State of National Emergency due to COVID-19.

In view thereof, this Regional Office hereby advises all concerned to implement the **Drop Box System** of all documents effective September 29, 2020 for the safety of the receiving RO personnel. The clients shall properly label their submitted documents that is sealed in an envelope and with the complete name of contact person, complete address, contact numbers, and email address. Personnel of this Regional Office shall give feedback to the concerned party via email within two (2) days after its submission through the Drop Box.

For immediate dissemination and strict compliance.

[Signature]
EVELYN R. FETALVERO, CESO IV
 Assistant Regional Director *[Signature]*
 Officer-in-Charge
 Office of the Regional Director

RECEIVED
 ROA3/PS/HJ
 Date: 10:27
 0920 - 2417



Address: F. Torres St., Davao City (8000)
 Telephone Nos.: (082) 291-1665; (082) 221-6147

